



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Dylan Radtke

Name of Individual Certifying this Document/Proposed Document

Warden

Title

Dylan Radtke

Signature

6-25-19

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

GREEN BAY CORRECTIONAL INSTITUTION



INMATE HANDBOOK

Information & Rules for Inmates

Revised May 2017

“The Key Ingredient to Your Success is You”

TABLE OF CONTENTS

INTRODUCTION

| | | |
|----|---|-----|
| A. | Following All GBCI Rules | 4-5 |
| B. | Following Instructions/Orders From Staff..... | 5 |
| C. | Sexual Abuse/Assault Prevention and Intervention..... | 5 |
| D. | Emergencies..... | 6 |
| E. | Limited English Proficiency (LEP) Policy | 6 |

CHAPTER 1. CLASSIFICATION, PROGRAM REVIEW, ASSIGNMENT & SENTENCE COMPUTATION

| | | |
|----|--------------------------|-----|
| A. | Classification | 6-7 |
| B. | Program Review | 7 |
| C. | Program Assignment | 7 |
| D. | Record Office | 7-8 |

CHAPTER 2. ASSIGNMENTS: WORK, SCHOOL & EDUCATION PROGRAMS

| | | |
|----|---|-------|
| A. | Criteria for Assignment | 8-9 |
| B. | Work Assignments Available to Inmates | 9-10 |
| C. | Education Programs & School Placement..... | 10-12 |

CHAPTER 3. INSTITUTION SERVICES & INFORMATION

| | | |
|----|--|-------|
| A. | Inmate Services..... | 12 |
| B. | Chapel..... | 12 |
| C. | Health Services | 13-17 |
| D. | Psychological Services | 17-18 |
| E. | Interviews with Staff | 18 |
| F. | Americans with Disabilities Act (ADA)..... | 18 |
| G. | Social Services..... | 19-20 |
| H. | Visiting Guidelines | 20-26 |
| I. | Correspondence/Mail/Publications..... | 27-29 |
| J. | Institution Complaint Examiner | 29-30 |
| K. | Inmate Telephone Calls: Non-Emergency/Emergency/Attorney | 30-32 |
| L. | Recreation/Leisure Time Activities..... | 32-33 |
| M. | Institution Library Materials & Services – General & Legal | 33-35 |
| N. | Institution Picture Project..... | 35 |

CHAPTER 4. INMATE ACCOUNTS-MONEY TRANSACTIONS, CANTEEN & EARNINGS

| | | |
|----|--|-------|
| A. | Instructions for Receipt of Funds & Types of Inmate Accounts | 36-39 |
| B. | Canteen | 40 |
| C. | Inmate Compensation | 40-41 |
| D. | Inmate Disbursement Request Form | 41-42 |

“The Key Ingredient to Your Success is You”

CHAPTER 5. GBCI LIVING RULES

| | | |
|----|--|-------|
| A. | The Cell Hall | 42-45 |
| B. | Cell Mates..... | 46 |
| C. | Cell Inspections | 46 |
| D. | Cell Repairs | 46 |
| E. | Property | 46 |
| F. | Grooming..... | 46-47 |
| G. | Meals & Dining Room | 47-48 |
| H. | Movement Procedures | 48 |
| I. | Phones..... | 48-49 |
| J. | Kiosks | 49 |
| K. | Dormitory | 49-55 |
| L. | Talking..... | 55 |
| M. | No Smoking | 55 |
| N. | Inmate Dress Code..... | 55-56 |
| O. | Linen Exchange & Institution Clothing..... | 56-59 |
| P. | Conduct Reports | 59 |
| Q. | Additional Consequences & Restrictions | 60 |
| R. | Appeal of Conduct Reports | 61 |
| S. | Referral for Prosecution..... | 61 |
| T. | Trading, Gambling, Bartering, Sweepstakes, Lottery | 61-62 |
| U. | Interviews with Staff | 62 |
| V. | Information on Staff | 62 |
| W. | Surveillance of Inmate Activities | 62 |

CHAPTER 6. ADDITIONAL DOC PROCEDURES & RESOURCES

| | | |
|----|--|----|
| A. | Adult Field Supervision..... | 63 |
| B. | Assault by Prisoner | 63 |
| C. | Escape..... | 63 |
| D. | Statutory Good Time | 63 |
| E. | Due Process | 63 |
| F. | Mandatory Release | 63 |
| G. | Parole..... | 63 |
| H. | Probation-Parole Revocation Procedures | 63 |
| I. | Sentence Computation/Credit..... | 63 |
| J. | Truth in Sentencing | 63 |

CHAPTER 7. PROBLEM-SOLVING GUIDE

| | |
|---|-------|
| Information to Frequently Asked Questions | 63-70 |
|---|-------|

CHAPTER 8. PROBLEM-SOLVING RESOURCE CHART - ICE

| | |
|--------------------------------------|-------|
| Following the Chain of Command | 70-72 |
|--------------------------------------|-------|

CHAPTER 9. GBCI HANDBOOK: UPDATES/INMATE RESPONSIBILITY

| | |
|------------------------------------|----|
| Updates/Inmate Responsibility..... | 72 |
|------------------------------------|----|

“The Key Ingredient to Your Success is You”

GREEN BAY CORRECTIONAL INSTITUTION

INTRODUCTION

Welcome to the Green Bay Correctional Institution, a maximum security, male institution. Our goals are to ensure the safety and protection of the public by operating a safe, secure and humane institution for the treatment of inmates. Administration and staff will provide a safe, secure and productive atmosphere by utilizing necessary controls, regulations and available resources.

Administrative Code/Rules of the Department of Corrections

The basic procedures of the Green Bay Correctional Institution (GBCI) that you need to know are found in this manual, referenced in this manual for your information, located or posted in specific housing units, and posted in specific areas. The rules of GBCI are based upon the Administrative Rules of the Department of Corrections (DOC). Administrative Rules and Code are available to you in the institution library. The following chapters of Administrative Code are the most pertinent chapters of Code for you to learn and are your responsibility to learn as an inmate of the Wisconsin Prison System. You were provided a copy of the DOC 303 Handbook during your stay at Central Assessment and Evaluation.

| SUBJECT | CHAPTER |
|---|----------------|
| Assessment & Evaluation, Security Classification and Sentence Computation | DOC 302 |
| Discipline | DOC 303 |
| Administrative Confinement | DOC 308 |
| Resources for Inmates | DOC 309 |
| Complaint Procedures | DOC 310 |
| Observation Status | DOC 311 |
| Medical, Dental, & Nursing Co-payment Charge | DOC 316 |

A. Following All GBCI Rules

It is your responsibility to know and follow the rules and procedures of this institution. Responsible living includes displaying positive behavior, getting along with your roommate, fellow inmates and staff. Part of being an adult is learning to get along with others, even if that person displays different values.

“The Key Ingredient to Your Success is You”

You will be held accountable for knowing the rules and procedures that are contained in this manual, rules that are posted or displayed on Channel 8 – inmate informational station, or other rules given to you in memos, notices, etc. If you have any doubts as to the appropriateness of an intended action or behavior on your part, **ask first**, find out what you may or may not do, and avoid conduct reports. We urge you to take the time to carefully read the contents of this handbook.

B. Following Instruction/Orders from Staff—DOC 303.28

Orders may be verbal or written. Regardless of where you are, be certain that you obey any orders given to you by an officer or staff member, even though it may differ from orders previously given. Follow the last order given to you at all times and do not argue about it. If you feel the order is not appropriate, you may write a letter to the Warden, Deputy Warden, Security Director, or Management Services Director with your concerns. Such letters may be sealed.

C. Sexual Abuse/Assault Prevention and Intervention – DOC 303.14, 303.15, 303.16, 303.17, & 303.30

The Prison Rape Elimination Act (PREA) of 2003 was enacted by Congress to address the problem of sexual abuse by persons in the custody of U.S. correctional agencies. PREA addresses all types of sexual assault in prisons, but its main focus is to eliminate inmate-on-inmate sexual assaults. All correctional agencies in the nation, including Wisconsin, must follow the provisions of PREA.

The Wisconsin Department of Corrections does not tolerate any type of sexual misconduct involving inmates or staff. Wisconsin DOC Administrative Code prohibits sexual intercourse, contact or conduct between inmates. Violations will result in disciplinary sanctions as outlined in DOC 303. Inmate-on-inmate assault will also be prosecuted according to applicable provisions of Wisconsin State Statutes. Sexual assault between staff and inmates violates DOC policy as well as Wisconsin State Statutes. Violators are subject to Departmental discipline as well as prosecution punishable by prison sentence and fines.

It is important to report an incident of sexual misconduct in a timely manner. You should inform a staff member if you have been sexually assaulted, threatened or are being solicited for sexual activity, or you may file an inmate complaint. Additionally, a PREA hotline has been set up for inmates for reporting instances of sexual assault. Inmates can access the hotline by dialing #777 to report to the DOC Investigations Team or #888 to reach an agency outside of the DOC. The number is posted near all telephone locations. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials. All allegations of sexual assault will be treated seriously. Any statement by an inmate, staff member or others alleging sexual contact/assault shall be reported to the Warden. An internal investigation of the assault will proceed whether or not a law enforcement investigation takes place. Violations of Administrative Code may result in disciplinary action.

All inmates have been issued a booklet entitled “Sexual Abuse/Assault – Prevention and Intervention.” All inmates are required to retain this booklet.

“The Key Ingredient to Your Success is You”

D. Emergencies

There may be times when a situation may require the evacuation of an institution area or modification of normal institution operations. Emergencies may consist of weather or environmental conditions, fire, security emergencies, etc. GBCI will take appropriate action to ensure the safety and security of the institution, staff, inmates and visitors. At such times, staff will issue instructions and may direct inmate evacuations from areas. You are expected to proceed without delay in obeying staff directives in such situations. At times, drills may be conducted in preparing for potential emergency conditions. During drill-type situations, inmates are expected to conduct themselves in the same manner as in a real emergency.

E. Limited English Proficiency Policy Notice

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the inmate. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

If you need help understanding English, please notify the nearest staff person.

Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal mas cercano.

CHAPTER 1. CLASSIFICATION, PROGRAM REVIEW, ASSIGNMENT & SENTENCE COMPUTATION

A. Classification - DOC 302

1. Classification provides the DOC with a process for determining custody classification, program or treatment assignment, and transfer decisions concerning offenders. The DOC uses classification to regulate the supervision and movement of inmates among institutions and between institutions and community programs.

“The Key Ingredient to Your Success is You”

2. The Assessment and Evaluation session (testing, etc., done before you are assigned to an institution) provides the DOC with a process for reviewing individual offenders as follows:
 - a. Assessing the risk, criminal and social background of an inmate
 - b. Reviewing sentence structure
 - c. Listing academic and vocational requirements
 - d. Conducting certain kinds of evaluations
 - e. Determining custody classification
 - f. Assessing the motivation of an offender
 - g. Coordinating a plan for custody classification
 - h. Recommending programs for an offender on arrival to the DOC.

B. Program Review - DOC 302, DAI Policy Chapter 302

Program Review provides the DOC with an ongoing process for review of the academic, vocational, medical, psychological, social, offense-related, and other treatment needs of an inmate. The GBCI Program Review Committee (PRC) consists of the Offender Classification Specialist, and one or more of the following: a Security Supervisor, an Education representative, and a Social Services representative. This committee is charged with the responsibility to review the security classification and assignment of inmates to an institution. These regularly scheduled interviews (reviews) are conducted at a time designated by the Program Review Committee, not to exceed 12 months from the prior PRC. An earlier PRC may occur prior to this date if there is a significant change affecting custody, program or treatment assignments, or institution placement as determined by the classification specialist. It may also be initiated per a request by the Security Director or Warden or via an inmate request for an early PRC made to their assigned Social Worker, who shall deliver the request to the PRC.

C. Program Assignment

1. The Program Review Committee will review program assignments as part of the normal review process. You can discuss questions concerning programs with your social worker.
2. A Program Review orientation will be provided to all new inmates by the Offender Classification Specialist or designee.

D. Record Office

The Record Office is located in the Treatment Center. Upon admission, personnel in the Record Office will review your commitment papers and check your mandatory release or extended

“The Key Ingredient to Your Success is You”

supervision release date, parole eligibility and discharge dates. The Record Office provides the following services:

1. Accepts and attempts to answer questions concerning commitment, jail credits, warrants, detainers, mandatory release (MR), extended supervision, parole eligibility and discharge dates
2. Processes requests for prompt disposition of warrants and detainers
3. Responds to requests for copies of documents from the legal and social service files. All requests for copies must be accompanied by a completed Disbursement Request form (DOC-184), for payment
4. Assists in review of inmate social service and legal files. Inmates may request a review of their social service and legal file once every six months. For all other file reviews, please contact the specific department pertaining to that file
5. Processes inmate visit applications, completes changes and updates visit lists
6. Processes Verification of Time Served (VTS) forms for TIS sentence adjustments (per procedure)
7. Processes requests to have conduct reports reviewed for modification by Warden
8. Recomputes sentence structures upon receipt for modification from Warden
9. Recomputes release dates due to also sentences, jail credits, or extensions for program segregation time
10. Ensures proper release when all prison time has been served

CHAPTER 2. ASSIGNMENTS: WORK, SCHOOL & EDUCATION PROGRAMS

A. Criteria for Assignment

1. Program consideration: Unless otherwise specified by the rules of the department or by state or federal law, inmates may be considered for school assignments, vocational programs or treatment assignments within the Wisconsin Correctional System, if all of the following conditions are met:
 - a. The inmate has a program or treatment need that the program being considered would meet
 - b. There is space available in the program

“The Key Ingredient to Your Success is You”

- c. The inmate attains the custody classification needed for transfer to the site where the program is available
 - d. The inmate meets program or treatment prerequisites.
2. Your program assignment supervisor or teacher will make periodic reports on your performance, attitude and general work habits. These reports are important in determining your readiness for parole, transfer, and your ability to assume responsibility for a job or school upon release.
3. An inmate who has been found guilty of a major violation and received a disposition of disciplinary separation may be eligible for work or vocational education assignment after three months of monitoring in general population status from the date of release. This includes inmates that have transferred from another institution.

B. Work Assignments Available to Inmates

1. After arriving at GBCI, all inmates will be scheduled to attend an institution orientation. Following the completion of the orientation, inmates will be scheduled to attend and actively participate in required assessment and evaluation sessions during which data will be gathered through tests (TABE, etc.) and interviews. The results will be used to determine your work, education, and treatment assignments while here at GBCI. Housing Unit placement will also take place. Inmates that are eligible but not placed in an educational, work, or treatment assignment will be placed in Involuntary Unassigned status and be utilized based on institution needs. Inmates that refuse to attend and actively participate in orientation or assessment and evaluation sessions will be placed in Voluntary Unassigned status for ninety days.
2. The following list consists of areas within the institution where inmates can apply for a work assignment. This list is not all inclusive and may change based on institution needs.

| | |
|-----------------------|-----------------------------|
| Food Service | Health Services Unit |
| Library Clerks | Maintenance and Engineering |
| Janitors | Sewers |
| General Office Clerks | Paint Crew |
| Institution Yard | Classroom Tutors |
| Store/Canteen | Bathroom |
| Recreation Aides | |

3. Badger State Industries
 - a. This institution also has opportunities for inmates to work in Badger State Industries which is separate from institution work assignments. In order to work

“The Key Ingredient to Your Success is You”

at BSI, you must complete an application, receive a job offer, and then receive approval from institution Security.

- b. You must possess one of the following basic requirements for you to be considered for a BSI job: (1) an HSED or High School Diploma; or (2) a waiver of the above requirements if you have a verified learning disability. To verify your qualifications before applying, contact the Education Office.
 - c. To obtain an application for a BSI job, contact the BSI Textile Shop.
4. For complete information pertaining to procedures for inmate work and school assignments, see DAI policies & GBCI procedures in DAI 309.00.01 Inmate Work Placement and DAI 309.55.01 Inmate Compensation Plan which are available in the institution library.

C. Education Programs/School Placement

A major focus of GBCI has always been education. Having your HSED, GED and/or furthering your education can lead to an increase in pay, as well as career advancement. Inmates who have an identified education need are required to attend school. It is GBCI's expectation that all inmates will participate in educational programs until the needs are met, as determined by education staff's evaluation/review. For additional information, please refer to DAI policy and GBCI procedure in DAI 309.00.01.

Upon completion of institution orientation, required assessment and evaluation sessions, and housing unit placement, all inmates will become eligible for school placement. Inmates who are determined to be eligible, but not placed in an education or work assignment, will be placed in Involuntary Unassigned status and be utilized based on institution need. Inmates who refuse their assignment will be placed in Voluntary Unassigned status for ninety days.

- 1. Eligibility requirements must be met before an inmate may enroll in most educational programs. Information on requirements is available from the Education Office Guidance Counselor. Send an interview/information request to the Education Office and you will be called in for an interview.
- 2. Basic Skill Development
 - a. Adult Basic Education is for all students working toward achieving a High School Equivalency Diploma (HSED) and enrolled in pre-vocational and pre-college curricula.
 - b. Title 1 Programs are available for those students under age 21 who are below grade level.
 - c. For those students who possess a High School Diploma or HSED and still have lower Math or Reading scores, review or refresher classes can be scheduled, as

“The Key Ingredient to Your Success is You”

space permits, to allow you to raise your scores so you can enroll in a post-secondary program. One refresher class per inmate.

3. Vocational Skill Development

- a. You may enroll in one of four available vocational programs. Enrollment is based on your attainment of required academic skills and a PRC determination of a need for vocational school. You will be required to remain in Academic Classes until you attain your High School Diploma and/or the required academic skills.
- b. The Education Director can refuse placement of an inmate in a vocational program, if the inmate has been previously enrolled in a vocational program. Due to the high demand for vocational programs, you are restricted from taking more than one of the following vocational programs:

| | |
|---------------------------|-----------------------|
| Barbering and Cosmetology | Office Basics Program |
| Cabinet Making | Masonry |

4. Correspondence Courses. Enrollment in self-paced correspondence study is permitted with prior authorization. Inmates must have a verified High School Diploma or GED/HSED certificate.

- a. If you are interested in pursuing correspondence study, you are directed to review DAI Policy 300.00.26 which is available in the library.
- b. Courses permitted are divided into two groups:
 - 1) Courses for which college credit is awarded by Accredited Colleges and Universities, which are approved by the State of Wisconsin Educational Approval Board. Approval from this board must be in place before any enrollment will be considered.
 - 2) Courses such as Religious Study and Self-Improvement courses for which no college credit is awarded.
- c. You must meet with the Education Director, complete form DOC-1117 “**CORRESPONDENCE SCREENING,**” and receive authorization prior to sending for or making arrangements to participate in a correspondence course. You are responsible for funding of course tuition and fees. The Education Director will not recommend approval or authorize a course of study that creates any financial obligation to GBCI or DOC.

“The Key Ingredient to Your Success is You”

- 1) Inquiries regarding all correspondence study and screening forms should be directed to the Education Director.
- 2) The Education Director or designee is responsible to approve or deny any correspondence study requests.

CHAPTER 3. INSTITUTION SERVICES & INFORMATION

A.

| INMATE SERVICES | | |
|---------------------------|------------------------|------------------------|
| Chapel | Health/Dental Services | Social Services |
| Complaint Examiner | Visiting | Correspondence |
| Telephone Calls | Recreation | Hobby Crafts |
| Canteen | Legal Services | Psychological Services |
| General/Reference Library | Compensation | Money Transactions |
| ADA | Legal Collection | Activity Groups |
| | PREA | Parole Planning |

B. Chapel – DOC 309.61, DAI Policies 309.61.01, 309.61.02, 309.61.03

1. There are two chaplains who provide services to inmates of many different faiths. Crisis and longer-term counseling are available upon request. Pastoral visits are permitted in the visiting room during normal visiting hours in the afternoons.
2. Religious group services and study groups are conducted in the chapel regularly. Please contact the chaplains for schedules. Inmates attending religious services or study groups are expected to participate in the activity they have chosen. Inmates who choose to engage in side activities will be asked to participate in the religious service or study group and/or they will be sent back to their housing unit.
3. Marriage Request forms must be sent to your social worker for processing. The forms are available from your social worker. Please refer to DAI Policy 309.00.06.
4. Bibles and Qurans are available from the chapel or may be requested from the third shift sergeant in the Restrictive Housing Unit. Information regarding religious property allowed at GBCI may be obtained from the chaplains or by reviewing DOC 309 and the applicable DAI policies that are available in the library.
5. Angel Tree Program – provides toys for children of inmates for Christmas gifts.

“The Key Ingredient to Your Success is You”

C. Health Services – DOC 316 & DAI Policy 316.00.01

The Health Services Unit (HSU) is located in the Treatment Center Building. DOC encourages inmates to exercise good health practices at all times including such things as proper hygiene, proper nutrition and getting sufficient rest and exercise. The department promotes good health and expects all inmates to take responsibility for their health.

HSU provides medical, psychiatry, dental, optometry, and radiology services. Daily nursing services are also provided. Upon admission to the institution, HSU staff review your medical and dental records to determine your current health care needs. Plans are followed in providing care for inmates with chronic medical conditions.

Medical and dental services are provided on site Monday – Friday. Routine x-rays are provided one day per week. Optometry services are provided one or two days each month. Patient beds are available in and near HSU for those in need of medical or nursing monitoring and observation. Emergency and routine health care is available and provided to all inmates, including consultations with specialists that are available through UW Hospitals and Clinics in Madison, Waupun Memorial Hospital and local providers in Green Bay.

All medical, dental and nursing appointments or services may be subject to a co-pay fee, in accordance with Wisconsin Administrative Code DOC Chapter 316, and DAI Policy 316.00.01.

1. Routine Health Care Procedures

- a. If you are ill or have questions regarding your health, you need to complete a DOC form and place it in the HSU mailbox labeled “HSU PSU Dental” which is located in the Rotunda.
- b. There are different colored forms for different types of requests:
 - Blue form (DOC-3035) for all medical/nursing/optometric/psychiatrist issues and questions
 - Yellow form (DOC-3292) for all dental related issues
 - White (DOC-3035C) for all refill requests.Placing more than one request on one slip may result in a delay in receiving the care you desire.
- c. If HSU determines your need is urgent, a pass will be issued for you to be seen the same day.
- d. If not deemed urgent, you will be scheduled for an appointment and will receive the pink copy of your request back with a response.
- e. If you have submitted a request to HSU and have not received a response back within three days, please submit another request.

“The Key Ingredient to Your Success is You”

2. HSU Passes

All HSU passes must be honored. If you no longer need HSU services, that information must be communicated directly from you to a health services staff member. You are to come to HSU and sign a refusal form.

3. Emergency Health Care Procedures

If you have a medical emergency, such as illness or a severe injury, report this information to your work, school, or housing unit supervisor who will contact HSU. Medical/nursing staff determines whether your condition requires immediate treatment. If needed, Green Bay hospitals and ambulances are utilized for medical emergencies.

4. Medication Distribution and Other Health Care Topics

- a. Patients are prescribed controlled and non-controlled medications. Controlled medications are distributed four times each day at approximately the following times: 6:00 a.m., 11:00 a.m., 3:45 p.m. and in the evening. Non-controlled medications are your responsibility to take as prescribed and to request refills as needed.
- b. Medication refills are to be requested **5-7 days before** you will run out. Complete a white Medication/Medical Supply Refill Request (DOC-3035C). Write the name of the medication you need refilled on the slip.
- c. It is your responsibility to use all medications correctly, including prescription medication.

5. Sick Cell and Medical Restrictions/Special Needs

Sick Cell: a paid status at involuntary unassigned rate. Sick cell status must be established by HSU staff. HSU will determine directions regarding activities for sick cell and it will be communicated per Form DOC-3332B. Unless medical restrictions indicate otherwise, when the inmate is placed on sick cell status, they are to continue on feed cell, not attend recreation, or receive passes. They may leave their cells for showers and visits, and may attend religious services only with specific permission from the Warden/designee.

Medical Restrictions/Special Needs. If you are approved for a medical restriction or special need, a copy of the form will be sent to you.

Procedures:

- a. Inmates requesting lay-in shall report each day to their assignments to request lay-in from assignment supervisor. Housing unit staff will notify the assignment supervisor when an inmate is obviously ill or injured. Lay-in status will include room confinement until the next work or program assignment.

“The Key Ingredient to Your Success is You”

- b. Assignment supervisor will determine if lay-in status is granted, monitor and track inmate requests for lay-in, and notify housing unit of inmate lay-in status.
- c. On the third consecutive day of lay-in, the assignment supervisor shall notify HSU that the inmate is to be seen. HSU shall have a face-to-face assessment with the inmate that day. HSU will determine sick cell status and notify assignment supervisor.
- d. HSU staff will notify the inmate's housing unit of the sick cell placement. HSU will update the Sick Cell report so that designated staff can make appropriate changes to the inmate's status relating to payroll, etc.
- e. For emergency health problems, notify your housing unit who will notify HSU. For routine health concerns and non-emergent conditions, submit a DOC-3035 (blue form).
- f. HSU will determine if the inmate's sick cell status should be extended.

6. Dental Services

The Dental Office is located in HSU in the Treatment Center Building. Dental Services provides both routine dental care such as cleaning and fillings and emergency care. Oral surgery needs are provided by and scheduled with the DCI Dental Unit oral surgeon. Routine dental care is scheduled as time permits.

- a. If you need dental care or have questions regarding your dental care and needs, fill out a Dental Service Request (DSR) form DOC-3392 (yellow slip) and place it in the HSU PSU dental mailbox located in the Rotunda.
- b. If staff determine your need is urgent, you will be issued a pass to be seen within 24 hours. If your request is not urgent, dental staff will schedule you for an appointment. Staff will return the pink copy of your returned DSR providing you with an approximate appointment time.
- c. If you submit a DSR and do not receive a response back within three days, please submit another DSR.

7. Psychiatry Services

Psychiatric care is provided to inmates with mental health concerns, and who are prescribed psychotropic medications. Psychiatric services are provided on-site or via video conference, referred to as Tele-psychiatry.

- a. If you believe that you are having mental health issues which may warrant psychiatric services, complete a Form DOC-3035B (green slip), Psychological Services Request and place it in the PSU mailbox located in the Rotunda.

“The Key Ingredient to Your Success is You”

- b. If you are a new patient or a patient who has discontinued previously prescribed psychotropic medication, you must first see a psychologist in PSU. The psychologist will determine if a referral to a psychiatrist is appropriate.
- c. Inmates currently taking psychotropic medication are scheduled for regular follow-up appointments as determined by the psychiatrist.
- d. If you believe you need to see the psychiatrist, prior to your scheduled follow-up appointment, submit a DOC-3035B to PSU with specific information about your concerns. This will provide PSU staff with the information required to review your needs and determine an appropriate time for a follow-up appointment.

8. Declaration to Physicians (Living Will) & Power of Attorney for Health Care-
DAI Policy 500.00.01

The Wisconsin DOC supports the rights of individuals to make decisions governing their health care to the extent possible in a secure correctional facility. Inmates housed in all DAI facilities shall be given access to the forms necessary to complete a Wisconsin Declaration to Physicians and a Wisconsin Power of Attorney for Health Care, also known as Advance Directives.

Advance Directives speak for you when you are unable to speak for yourself. These documents will communicate who you authorize to make your health care decisions, if you become incapacitated as well as your desires for life-sustaining measures to be used when you are near death or in a persistent vegetative state.

Additional information on the procedures you must take to obtain and complete these forms is available by referencing DAI Policy 500.00.01 located in the institution library. After you review the policy, any questions you have or request for forms or witnesses may be submitted to HSU.

- 9. Special Needs/Restriction Requests: Per BHS Policy & Procedure 300:07, inmate requests for special needs and/or restrictions are referred to the GBCI Special Needs Committee for review and approval. Approval and denials are made in accordance with the policy and the appendixes which provide guidelines. Physician review is sought if needed by the Committee in their determinations. Examples of special needs/restrictions are extra pillow, low bunk, etc.
- 10. Co-Pay: A copayment fee will be applied for services provided to inmates in accordance with Administrative Code 316, and DAI Policy 316.00.01. These references are available to you in the library; specific guidelines can be found in the appendixes of the policy. Basically, health care services provided at the request of an inmate that result in a face-to-face assessment are subject to a co-pay fee as determined by the State of Wisconsin lawmakers. Frequently Asked Questions: Recurring or pre-existing problems are subject to co-pay. Inmates housed in the Restricted Status Housing Unit that do not earn wages

“The Key Ingredient to Your Success is You”

during that placement are subject to co-pay. Chronic condition appointments set forth by HSU are not subject to co-pay.

11. Restitution: Any medical expense that is accrued due to self-inflicted injury or injury to another may call for restitution. This may be imposed through the disciplinary process under Administrative Code.

D. Psychological Services

General Information

The Psychological Services Unit (PSU) offers psychological treatment using a variety of individual and group techniques, crisis intervention and self-help materials. Inmates *are not charged co-pays* for services provided by PSU staff. Psychological testing may be administered in certain circumstances, most often on the basis of referrals from other departments. Under the direction of the PSU Supervisor, the unit monitors the mental health of inmates who have been identified as having mental health needs. PSU staff members work in conjunction with psychiatrists in the treatment of offenders in need of medication and provide referrals to psychiatrists when appropriate. The unit conducts evaluations requested by the Parole Board, PRC, etc. The unit also screens and refers inmates to PRC for review and consideration of treatment programs available at other state institutions, such as the Wisconsin Resource Center. PSU staff also conducts screening evaluations for inmates who are referred to the Wisconsin Secure Program Facility (WSPF), including the General Population unit at WSPF.

How to Contact PSU

Inmates who are experiencing a variety of emotional or psychological problems are encouraged to seek services from PSU. When writing to PSU, please use a Psychological Service Request (PSR) form, also known as a “green slip.” This form (DOC-3035B) is available from staff in your housing unit. The form contains a section for inmates to describe the type of problem they are having. Please be as specific as you can, as this helps PSU staff assign a priority to your request. After completing the form, place it in the box marked PSU located in the Rotunda. This ensures confidentiality. Inmates housed in the Restrictive Status Housing Unit, Step Unit, MU or TU Units should follow unit procedures for sending the PSR to PSU. You should also use this form when asking to review your PSU records. Please **do not** use the Interview/Information Request form (DOC-761, aka “kite”), when writing to PSU, unless no green slips are available.

Mental Health Classification Codes

As part of the Assessment and Evaluation (A&E) process at Dodge Correctional Institution, inmates participate in a mental health screening interview designed to identify past and present mental health or emotional problems. Inmates are assigned a Mental Health classification code (also known as an “MH code”) at this time. This code identifies whether the offender has a need for mental health services while incarcerated. Offenders who are identified as having a need for mental health services are assigned to a specific PSU staff member upon arrival at GBCI. This PSU staff member will be responsible for monitoring your adjustment by meeting with you on a recurring basis and providing mental health services as appropriate (including referral to the psychiatrist if needed). If you have questions about your Mental Health classification you should discuss this with your assigned clinician. If you are unsure of whom your assigned PSU staff person is, you may write to PSU using the PSR (as described above). MH codes are periodically reviewed and may be changed as determined by PSU staff. Inmates who are not identified as

“The Key Ingredient to Your Success is You”

having a current mental health need (that is, their MH code is MH-0) may also request services from PSU by completing a green slip as described above.

Confidentiality

PSU staff members are professional mental health practitioners and respect the confidentiality of mental health and other information shared with them by inmates. At the same time, inmates must be aware that there are limits to the confidentiality of such information. These limits are described in form DOC-1923 “Limits of Confidentiality Regarding Information Rendered to Treatment Staff,” which is reviewed with inmates during A&E at DCI. Inmates are asked to sign the form, acknowledging their understanding of these confidentiality limits, and a copy of this form is retained in the PSU file. In general, DOC-1923 describes that certain information that presents a threat to you, the institution and/or public safety will be reported to appropriate authorities. Examples include, but are not limited to, threats to harm yourself or someone else and plans to riot or escape. Though some inmates refuse to sign this form (such refusals are noted on the form itself) the limits of confidentiality described in DOC-1923 apply to ALL inmates, even those who have refused to sign it. If you have questions about the limits of confidentiality of information you share with PSU or other staff, please contact PSU using the green slip as described above.

E. Interviews with Staff

If you want to see a staff member, complete an Interview/Information Request form (DOC-761) and put it in the appropriate mailbox located in the Rotunda that is labeled with the staff member’s department. Be sure to state what staff member you want to talk to and why you want to see that staff person. The staff member will review your request. If a meeting is required, he/she may send a pass for you during your free hours. You are expected to tell the staff member in the request what free hours you have to see the staff member.

Exceptions to this general rule apply when inmates are requesting services from HSU, PSU or Dental Services staff. When writing to HSU, PSU, or Dental, please use the appropriate forms: DOC-3035 for HSU (blue slip), DOC-3035B for PSU (green slip), and DOC-3392 for Dental (yellow slip).

F. Americans with Disabilities Act

To request consideration for accommodation under the **Americans with Disabilities Act (ADA)**, please forward your request to an ADA Coordinator on a Form DOC-761, Interview/Information Request form.

G. Social Services

Under the direction of the Program Supervisors, social workers are assigned to specific housing units. Social workers provide case management and counseling services to inmates during their incarceration to enhance social functioning, monitor program needs regarding treatment and placement, and coordinate services within the institution as well as community resources when transitioning back to the community.

Case management:

Social workers provide a variety of case management functions. Upon arrival at the institution, social workers conduct an initial case assessment as part of intake that involves a PREA screening

“The Key Ingredient to Your Success is You”

tool and individual appointment with social worker to discuss available options while determining any concerns related to placement at GBCI. While housed at GBCI, social workers assist with coordinating special visits when applicable, review proposed visiting applications, address visiting list changes and/or investigations, provide emergency phone calls usually for a death of an immediate family member or hospitalization, review money transmittal requests under \$25.00, discuss/conduct the marriage planning process, complete parole planning documentation, recommend custody level and institution placement for Classification (PRC), completing COMPAS assessments that determine risk and needs, developing/updating case plans related to identified criminogenic needs in COMPAS, and language interpretation services for bi-lingual or deaf inmates.

Counseling:

Social workers provide counseling and support in the areas of adjustment issues, family and marital problems, crisis counseling, grief counseling, social and living skills, and diversity. Additionally, social workers can utilize Carey Guides and BITS to assist with various criminogenic need areas.

Treatment Programming:

Social workers and other trained staff provide primary treatment program needs including Anger Management, Thinking for a Change (T4C/CGIP) and Domestic Violence (DV). Anger Management consists of 20 lessons, T4C consists of 24 lessons, and DV consists of 40 lessons. Typically, inmates are interviewed for assigned program needs based on release date. When inmates are interested in programming, they can discuss with their assigned social worker for more information.

Support Groups/Miscellaneous:

In addition to treatment programming, social workers provide oversight to support groups including **Alcoholics Anonymous (AA)**, **Narcotics Anonymous (NA)**, and **SMART**, which are voluntary and do not fulfill an AODA treatment need. AA and SMART groups meet weekly and NA meets bi-monthly. Also, social workers coordinate a **Veteran's support group** with the potential for participation in Color Guard. Interested inmates are encouraged to discuss these support groups with their social worker to determine appropriateness for voluntary participation. Social workers can assist with the **Sesame Street Project** where inmates can request to have a Sesame Street book/DVD mailed to their family.

Release Planning:

The majority of release planning is completed about 6 – 9 months prior to an inmate's release date; however, release planning should be an on-going process during an inmate's incarceration. This is a collaborative process between inmates, social workers, and agents of record in the community. Release planning involves obtaining vital documents, completing a release plan, phone conferences with agent of record and social worker, reviewing/signing rules of supervision and voter notice, participation in COMPAS re-entry assessment, and other tasks related to inmate's specific case. Social workers also provide opportunities for inmates to meet with and connect with community members. Social workers conduct re-entry group sessions for inmates nearing their release date where they connect with a parole agent who offers general information and advice to successful completion of community supervision; and a volunteer who provides financial literacy education. Social workers can provide county resource guides for inmates that list a number of community resources related to housing, mental health, clothing, employment, support groups, etc.

Job & Resource Fair:

In collaboration with other institution departments and outside volunteers, social workers coordinate an annual inmate job and resource fair. Eligible inmates (about 15 months or less to

“The Key Ingredient to Your Success is You”

release) are offered the opportunity to participate in this fair where they can network with prospective employers, speak with community resource organizations, learn about valuable employment programs, inquire about college enrollment requirements, and gain knowledge about resume writing/interview techniques.

H. Visiting Guidelines- DOC 309.06, 309.07, 309.08, 309.09, 309.10, 309.11, 309.12, DAI 309.06.01

1. Visiting List Requirements

- a. Visiting is a privilege – not a right. Inmate visiting lists are developed and maintained in accordance with Wisconsin Administrative Code DOC Chapter 309 and DAI Policy 309.06.01, which are available for review in the institution library.
- b. If you wish to add an individual to your visiting list, you must fill out the letter side of the Visitor Questionnaire form (DOC-21AA) for each prospective visitor requested, regardless of age or relationship, and mail **directly** to the requested visitor. The forms are available in each housing unit. Prospective visitors must complete the DOC-21AA per instructions in the letter and mail it directly to the institution for processing by the Visiting Coordinator. Once approved, it is the inmate’s responsibility to notify the approved visitor. Any changes relevant to a visitor’s information, such as address change, visitor death, or other changes should be reported immediately to your social worker utilizing a DOC-0884 Visitor Change form.
- c. Until you receive official notification that a visitor has been approved for visitation, that visitor is not allowed to visit. Once a visitor has been approved, the inmate may not remove the visitor from his visiting list for at least six months after approval. If you wish to remove a visitor from the visiting list, that information must be provided to your social worker.
- d. It is your responsibility to monitor the total number of approved visitors on your visiting list. Each inmate is allowed a maximum of 12 adults on their visiting list. Minor children, who have not attained their 18th birthday, do not count against the allowed 12 adult visitors. Individuals who have been denied placement on your visiting list or removed from your visiting list may re-apply after six months from denial or removal.
- e. Every inmate shall designate, utilizing form DOC-0851 Offender Emergency Contact Information, on the approved visiting list, an emergency contact (next-of-kin), with an accurate and current telephone number and address that can be notified in the event of an emergency such as a serious injury or death to the inmate. Please notify your social worker of any changes in whom you wish to be notified, including their name, current telephone number and address. For next-of-kin selection as your emergency contact, the following conditions apply:

“The Key Ingredient to Your Success is You”

- 1) Ideally, this person should be a close family member, for example: Father, Mother, Stepfather, Stepmother, Brother, Sister, Son, or Daughter.
 - 2) Next-of-kin does not have to be an approved visitor unless they plan to visit.
 - 3) If an inmate refuses to designate a next-of-kin, “NONE” will be entered on the form.
- f. You are encouraged to send copies of visiting regulations and the list of approved articles for inmates to approved visitors. The institution does have a website available for inmate family and friends containing information on visitation.
<http://www.wi-doc.com/greenbay.htm>.

2. Visitor Identification

All visitors 16 years of age and older must provide valid identification (ID) in the form of a valid Drivers License, a valid Department of Transportation ID card, a valid passport/visa, valid Military ID Card, or valid Tribal ID (if it provides a photo). These are the only forms of identification acceptable to enter the institution.

3. Visiting Status Change

- a. Your visiting status can be changed to the following restrictive categories: No-Contact Visit, Suspension, Revocation, or Termination of visiting privileges.
- b. Violation of the visiting regulations can result in revocation, suspension or termination of visiting privileges and is regulated under DOC 309.12. In lieu of suspension or termination of visiting privileges for violation of visiting or other rules, no-contact visiting status may be imposed in accordance with DOC 309.11. If visiting rules are violated during a visit, a Security Supervisor may end the visit, and the Security Director or Warden may take further action per DOC 309.

4. Special or Extended Visits

Special Visits: rare and infrequent visits by individuals not on the approved visiting list. Note that individuals that have been denied visiting or who have been removed from the visiting list for security or other concerns are normally not eligible. These special visits may be permitted under the following circumstances:

- a. The distance a visitor is traveling
- b. The frequency of visits an inmate receives.

Extended Visit: An amount of visiting time longer than what is allowed for a particular visiting period.

For Special or Extended Visits, your social worker must receive a request at least five working days prior to the requested time for the visit. Your social worker will review your request and complete a DOC-1115, if approved. Special/extended visits are approved on a case by case request.

“The Key Ingredient to Your Success is You”

5. Pastoral Visits

Pastoral visits are permitted in the visiting room during regular visiting hours. The individual must be on the inmate's visiting list and listed as clergy.

6. Joint Family Visits

Joint Family Visit: a visit with two inmates at one time with parents, grandparents, brothers and/or sisters of both inmates. The following conditions must be met:

- a. Both inmates must be housed at GBCI at the same time, and all of the visitors must be on both inmate visit lists.
- b. The inmates must be brothers or father/son or grandfather/grandson.
- c. Neither inmate nor any of the visitors is on any visit restriction.
- d. The visitor must contact the social worker at least five working days prior to the date of the visit to request a joint family visit.
- e. The social worker notifies the Security Supervisors and visiting room of the approved joint family visit.
- f. Joint family visits will not take place unless properly arranged and approved.
- g. Inmates must obtain permission for each joint visit separately.

7. Visiting Restrictions

- a. You may have no more than three visits per week.
- b. You are permitted to have no more than one visit per day on Saturday or Sunday.
- c. Weekend and holiday visits are limited to two hours in length.
- d. In the event that the Visiting Room is full and visitors are still waiting to get in, the first visitors who entered the Visiting Room are subject to have their visit terminated after one hour has passed, depending on institution needs.
- e. The visiting week begins on Monday and ends on Sunday. **There is no visiting on Wednesdays.**
- f. No-Contact visits and Televisits require at least two working days notice and prior approval. See sub-section 8(q) below or the Problem-Solving Guide – Chapter 7 of this handbook for more specific information.

“The Key Ingredient to Your Success is You”

- g. Visitors who have a scheduled visit time should arrive at the institution approximately 15 minutes before the time of their scheduled visit. Visits may be cancelled for anyone arriving 15 minutes or more past their scheduled visit time.
- h. Visiting hours may be terminated early in the event an emergency situation arises that affects the safety and security of the institution.

8. General Visiting Rules

The following rules apply to visiting at GBCI:

- a. Failure to follow the Entrance Procedures (available at the institution main entrance and on the institution web site- <http://www.wi-doc.com/greenbay.htm>) may result in denial of entry into the institution. Failure to follow the visiting rules may result in the termination of the visit by a Security Supervisor and possible further administrative action of termination, suspension, or revocation of your visiting privileges by the Security Director.
- b. There shall be no loud talking or boisterous behavior in the visiting area.
- c. Only a wedding ring (if you are married) is allowed in the visiting area. Institution dress code in Chapter 5, Section L of this handbook applies. Only state-issued shoes may be worn by inmates on visits.
- d. Excessive displays of affection are not permitted. You may embrace and kiss at the beginning and end of each visit only with a 10-second time limit. Any other physical contact will be limited to hand holding only. Unrestrained or inappropriate displays of affection can result in your visit being terminated.
- e. Visitors may bring in up to \$20.00 in change (coins only) in a small clear bag to visits. Paper bills are not permitted.
- f. Inmates are not permitted to leave their tables or handle money. Only visitors are permitted to operate the vending machines.
- g. Inmates and visitors are not allowed to exchange or pass anything with the exception of products from the vending machines.
- h. Hair styling of any kind is not allowed.
- i. Parents are responsible for the supervision of their children. Children will remain at the table during visits and must not disrupt other visits. Running and loud yelling are prohibited. Failure to control your children will result in the visit being ended.
- j. Inmates and visitors must remain at the assigned table. They are not permitted to visit with other visitors or inmates. Two or more inmates are not permitted to visit at the same table unless prior arrangements have been made and directed to

“The Key Ingredient to Your Success is You”

do so by the Officer. The visitor and the inmate must be seated in the manner in which the chairs are placed around the table. Couples will be seated across from one another at all times. Chairs are not to be moved, turned around, etc. without the Officer's authorization. When the side rooms are in use, the inmate(s) and visitor(s) must be seated facing forward with hands on top of the table.

- k. For all statuses except “Unrestricted” the number of visitors per visit is limited to two visitors. Unrestricted status inmates are allowed up to seven visitors; this includes adults, minors and infants.
- l. **No visiting forms will be processed one hour or less prior to the end of visiting hours.**
- m. Holiday visits follow the weekend schedule. Holidays include New Years Eve and New Years Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving and day after, Christmas Eve and Christmas Day.
- n. Inmates are to use the toilet facilities in the Dorm A hallway. The inmate must be escorted to the restroom by a Rotunda Officer and will be strip searched prior to and after using the restroom.
- o. Visitors must use the restroom facilities located adjacent to the visiting area. No one under the age of 13 may leave the Visiting Room without an adult escort. If a visitor leaves the visiting area except to use the restroom, the visit is ended. The visitor will not be allowed back into the visiting area.
- p. It is the responsibility of visitors and inmates to know and obey all rules made available to them by written bulletin, posting, or verbal direction.
- q. Special Needs Visits
 - 1) Due to the age of this facility, our availability to provide visits for persons in wheelchairs or who cannot climb a large number of stairs is limited. In order to provide an opportunity for a meaningful visit, we ask that you contact the institution two working days prior to visiting, so that we can provide visits in an accessible building. Please contact 920-436-3224 for all Special Needs and Restricted Visits questions and scheduling.
 - 2) Administrative Confinement and RSHU Visits are scheduled by calling 920-436-3262 or 920-436-3264.
 - 3) **Special Needs Visit:** An individual who is unable to utilize the normal visit room due to health or physical conditions.
No-Contact Visit: The inmate is prohibited from having physical contact with a visitor.
Televisit Visit: Ability of an inmate and visitor to see and hear one another on a television monitor via the use of electronic equipment. This is utilized by inmates in a Restrictive Status.

“The Key Ingredient to Your Success is You”

9. Visiting Hours

The inmate’s status determines the hours, location and frequency of visits. Due to staff and visit room availability on any specific day, visitation times are subject to change.

| VISIT STATUS | LOCATION of VISIT | MONDAY, TUESDAY THURSDAY, FRIDAY No visits: Wednesdays | SATURDAY and SUNDAY | NUMBER & LENGTH of VISITS PER WEEK |
|-------------------------------|----------------------------|--|---------------------------|--|
| RESTRICTED | Visiting Room Booths | 6:30 PM--9:00 PM | 8:30 AM – 4:30 PM | 1 visit of 1 hour Monday thru Friday 1 visit of 1 hour Saturday or Sunday |
| ADMINISTRATIVE CONFINEMENT | Video Booths | 6:30 PM--9:00 PM | 8:30 AM-- 3:30 PM | 1 visit of 1 hour Monday thru Friday 1 visit of 1 hour Saturday or Sunday |
| RESTRICTED HOUSING UNIT | Video Booths | 6:30 PM--9:00 PM | 8:30 AM- 3:30 PM | Per Status |
| UNRESTRICTED | Visiting Room | 2:15 PM - 9:00 PM | 8:30 AM-- 3:30 PM | 3 visit of 3 hours per week 2 hr. limit--Sat &Sun Limit of 1 visit/day |
| SPECIAL NEEDS | SEE Section 8(q) above. | Visiting hours & number of visits depend on the inmate's status. | | |

Guidelines for Above Table. **Restricted and Special Needs** status visits require prior scheduling in order to visit. A visitor must contact the institution **two working days** before the date of the visit between 8:00 AM and 4:00 PM Monday - Friday. **Inmates in the Restricted Housing Unit and Administrative Confinement** status visits require **one working day (24 hrs.)** notice. See Item No. 8(q) above for directions and phone numbers on how to schedule these visits.

10. Photographs During Visits, GBCI Procedure 900.309.03.02

You may have photographs taken during visits in the main Visiting Room. All inmate photographs will be taken in the Visiting Room. Pictures will be taken during your visit period as directed by staff. It will be necessary for you to inform the Officer at the beginning of the visit, if you wish to have your photograph taken.

- a. You are allowed a total of five pictures per visit session.
- b. You will submit a signed and dated DOC-184, with your name, number, the total number of photos to be purchased, and cost to Visiting Room Officer upon arrival in the Visiting Room. You must have sufficient funds in your account at the time

“The Key Ingredient to Your Success is You”

the disbursement request is signed and submitted to staff. If not, you may be subject to disciplinary action. A trust account balance report is provided to the Visit Officer weekly to use as reference on inmate account balances.

- c. Visitors are allowed to purchase photos; tokens are available in the lobby. The cost is \$2.00 per photo. There is a limit of five photos per visit.
- d. Photos will be taken in the designated area of the Visiting Room. Individuals being photographed must stand side by side (kneeling, squatting, sitting, hugging or kissing is not permitted). Individuals in the photo may have an arm around only the shoulders of another individual during the taking of the photo. Inmates and visitors are allowed to appropriately hold small children in a photo.
- e. Photos that are believed to depict gang-related posture, have hand gestures or other inappropriate posture will be confiscated. Inmates will pay for these photos, and a conduct report may be issued.
- f. Photo retakes will be granted for photos that have film flaws on the faces of photographed individuals. Retakes will be determined by the Visiting Room staff, not by the inmate or visitors.
- g. Only one inmate per photo is allowed with the exception of inmates who are related to each other as a brother, father, son or grandfather during a joint family visit only.
- h. Inmates must wear state-issued shirt, pants and shoes. All inmate clothing is to be worn in the appropriate manner and in compliance with the institution dress code such as shirts tucked in, pants zippered and at waist, and shoes tied. No hats, hairnets, headgear or sunglasses are allowed.
- i. All photos will be taken under the supervision of a staff member. Visitors may take photos home once they are reviewed and approved by security staff. Inmates who want to keep their photos must give them to the Visiting Room Officer at the end of the visit session. The photos will be reviewed by security staff and, if approved, forwarded to the inmate's housing unit.

I. Correspondence/Mail/Publications — DOC 309.04 & 309.05 & DAI Policy 309.04.01

- 1. Mail addressed to inmates may be opened, examined, censored and delivered only if the inmate consents, in writing, to receive mail through institution mail services. Thus, in order to receive mail during your current commitment, a signed “CONSENT TO RECEIVE MAIL,” Form DOC-238, must be on file.
- 2. If an inmate does not consent to receive mail as required in the foregoing paragraph, the institution shall return mail addressed to the inmate to the Post Office unopened and marked “refused.”

“The Key Ingredient to Your Success is You”

3. An inmate shall be permitted to correspond with anyone including inmates of other institutions. There shall be no limit on the length or number of letters or cards received or sent, however, **there is a possession limit of 25** total for cards and letters combined. **There is a possession limit of 50 photos. Inmates shall not send or receive any property or photographs from another incarcerated inmate.**
4. The department may allow inmates to communicate with their families, friends, government officials, courts, and other people concerned with the welfare of inmates. Such correspondence will be consistent with the need to protect the public and in accordance with DOC Administrative Code 309.04.
5. Mail readily identifiable as sent by a clerk or judge from any state or federal court, or other various parties as identified under DOC 309.04(3), may be opened and inspected in the presence of an inmate.
6. Incoming and outgoing mail may be opened and inspected for contraband. It shall not be delivered if it contains contraband. Any portion of incoming mail containing stickers, with the exception of incoming mail which may have a return address label will be rejected and considered contraband.
7. Outgoing mail may be sealed and shall not be read with the exception of inmate to inmate mail, or if the Security Director has reasonable grounds to believe it violates any of the rules under DOC Administrative Code 309.04(4).
8. Outgoing mail being sent to inmates in correctional institutions may be read. Inmates may not send photos to other inmates.
9. Incoming and outgoing mail may not be delivered, if it violates any of the rules under DOC Administrative Code.
10. The decision of the Security Director to refuse delivery of mail is appealable to the Warden.
11. Mail privileges may be suspended for violation of Administrative Rules such as DOC 303.31 (False Names & Titles) and DOC 303.48 (Unauthorized Use of the Mail), DAI Policies, and institution procedures relating to mail. Such action may be taken by the Security Director or the Adjustment Committee and is appealable in accordance with DOC 309.04.
12. Embossed envelopes and other writing materials are available from the institution canteen and/or vendor catalog.
13. **When sending and receiving mail or UPS packages,** the procedures listed below must be followed:
 - a. **Sending a letter:** All outgoing mail must include, in the upper left-hand corner on the front of each envelope, your “complete return address” as defined under DAI 309.04.01, which must include:

“The Key Ingredient to Your Success is You”

Your Name and DOC Number
Green Bay Correctional Institution
P.O. Box 19033
Green Bay, WI 54307-9033

This is essential in the event it becomes necessary to return mail to you in those instances where the postal service is unable to deliver your mail. If you do not properly indicate your name on the envelope, it may become necessary to open your letter to find the sender's name. Inmates must use the name by which the inmate was committed to the department, unless their name was legally changed. See DOC 303.31.

- b. Sending a package: When **sending via commercial carrier**, the street address you must use is as follows:

Your Name and DOC Number
Green Bay Correctional Institution
2833 Riverside Drive
Green Bay, WI 54301

- c. If you are returning a package you have rejected **via commercial carrier**, you may incur a fee for packages shipped to a P.O. Box and/or to an incorrect address. You must provide the correct street address where you want the item shipped. This fee is assessed by commercial carrier.
- d. Incoming correspondence (no funds) **via U.S. Mail only** should be addressed as follows or it may be returned to sender:

Inmate Name and DOC Number
Green Bay Correctional Institution
P. O. Box 19033
Green Bay, WI 54307-9033

- e. Funds received must be received in the form of a **money order or Cashiers Check**. Funds for inmates must be received **via U.S. Mail only** and must be addressed as follows:

Inmate Name and DOC Number
Green Bay Correctional Institution
P.O. Box 10044
Green Bay, WI 54307-0044

NOTE: This is a different address than the address to receive correspondence.

- f. Cash, personal checks and other currency are not allowed and will be returned to the sender at the inmate's expense. **Inmates shall not send or receive money in**

“The Key Ingredient to Your Success is You”

any form to or from another inmate or from another inmate’s family, friends or visitors.

14. You may receive newspapers, magazines and other published material sent directly from the publisher as stated in DOC 309.05(2)(a). You are allowed a total possession limit of 25 published materials. Published materials include any book, booklet, pamphlet, magazine, periodical, newsletter, newspaper, or similar material published by any individual, organization, company or corporation that is distributed or made available through any means for a commercial purpose.
15. Do not pass reading materials to anyone directly or in any other manner. Reading materials are to remain in your cell.
16. You are encouraged to send copies of visiting regulations for inmates to correspondents and visitors. The institution does have a website available for inmate family and friends containing information: <http://www.wi-doc.com/greenbay.htm>.
17. If you have a question as to whether or not a particular item may be received at this institution through the mail, you are directed to send an Interview/Information Request to the Mail Room or Property Room to secure information before ordering or requesting that an item be mailed to you at GBCI. Articles received at the institution for inmates must still be reviewed for approval upon receipt. The institution is not responsible for the return of articles that do not meet current requirements.

J. Institution Complaint Examiner – DOC 310

The purpose of the Inmate Complaint Review System (ICRS) is to allow inmates to raise, in an orderly fashion, significant issues regarding rules, living conditions and staff actions affecting the institution environment. You must attempt to resolve some issues prior to the filing and acceptance of a complaint. You must follow the chain of command provided in the “Problem-Solving Resources Chart” located in Chapter 8 of this handbook.

All necessary forms for ICRS are available in all housing units. The following forms for the ICRS are:

Offender Complaint (DOC-400)
Request for Corrections Complaint Examiner Review (DOC-405)
Request for Review of Rejected Complaint (DOC-2182)
ICE Envelopes – to be used only by inmates that **DO NOT** have access to a locked complaint mailbox

Inmate complaints must be made in writing on Offender Complaint forms (DOC-400) which are available in all housing units. Legibly-signed complaint forms are to be deposited into the complaint box marked “ICE” located in the Rotunda. The complaint box is locked to ensure confidentiality. Only the ICE Office staff have access to the box. Complaint forms may be folded and secured or placed in an envelope addressed to the ICE to maintain confidentiality. ICE envelopes are available to inmates in housing units where inmates do not have access to the locked mailbox.

“The Key Ingredient to Your Success is You”

Inmates housed in the Restricted Housing Unit may place their complaints into a sealed envelope for the purpose of submitting complaints to the ICE and put their inmate complaints out with their mail. The ICE forms and envelopes are available on the supplies cart for inmates in the Restricted Housing Unit.

The Administrative Rule which governs the ICRS is Wisconsin Administrative Code DOC Chapter 310 and is available in the institution libraries. This will provide further information on the procedures for filing complaints. The following guidelines must be followed, when filing an inmate complaint:

1. Complete all requested information sections of the complaint form and be sure to date your complaint accurately to ensure that it will be processed in a timely fashion. Unsigned complaints, illegible complaints or complaints with foul language will not be accepted.
2. Complaints must be **legibly-signed by the inmate** and filed only under the name by which the inmate was committed to the department.
3. No complaint may include more than one issue. An inmate may file no more than two(2) complaints in any given calendar week. The Complaint Examiner may reject a complaint in accordance with DOC 310.11(5).
4. Complaints challenging the finding of guilt or disposition imposed by the Disciplinary Committee or Hearing Officer are not within the scope of the Inmate Complaint Review System, but may be appealed directly to the Warden. **Only** allegations of procedural errors in the disciplinary process may be addressed via the ICRS. **See 310.08.**

The Institution Complaint Examiners provide notary services for inmates in general population in accordance with DAI Policy and GBCI Facility Procedure 300.00.56. Place all requests for notary services in the ICE Box in the Rotunda.

Please submit any open records requests to the ICE Office by placing your request in the ICE Box in the Rotunda.

K. Inmate Telephone Calls---DOC 309.39, DAI Policy 309.39.01, GBCI Facility Procedure 900.309.03.03

1. Non-Emergency Phone Calls
 - a. The Department of Corrections has authority by Administrative Code to monitor and record personal telephone calls of inmates made from telephones located within a state correctional institution or correctional center. This monitoring is being done to preserve the security and orderly management of the institutions and to protect the public. Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded. A copy of DAI Policy 309.39.01 is available in the library for your review.

“The Key Ingredient to Your Success is You”

- b. Inmates are not permitted access to telephone directories. Inmates may be permitted to phone individuals as provided under DOC 309.39 and DAI Policy 309.39.01, subject to the following guidelines:
 - 1) No 3-way calls are permitted. Three-way calling is considered any electronic forwarding of calls, or use of a second phone to talk to a third party other than the party initially called.
 - 2) International calls can be made once per month in accordance with DAI Policy and GBCI Facility Procedure 309.39.03. You must contact your social worker in writing with your request.
 - 3) Unused telephone privileges may not be banked.
 - 4) Inmates in a Segregated status are not allowed the same privileges as inmates in General Population.
 - 5) All telephone calls must be made collect and the receiving party must accept the charges.
 - 6) Calls shall not exceed 15 minutes in duration. Only one telephone call is permitted per 15-minute session.
 - 7) Incoming calls to inmates will not be accepted. Emergency messages may be forwarded to the inmate.
 - 8) Inmates are prohibited from using another inmate's pin number to make a phone call.
- 2. Attorney Telephone Calls & Emergency Calls – DOC 309.405 & 309.41
 - a. The Social Service Department or Chaplains normally process emergency telephone calls, although a Security Supervisor can also authorize this type of call.
 - b. Emergencies include, but are not limited to, a verified critical illness or death of a close family member.
 - c. Attorney calls may be made via the inmate telephone system as a collect call only or may be processed by the Records Office in accordance with DOC 309.405. Calls may be permitted for the following reasons:
 - 1) At an attorney's request
 - 2) A statutory time limit would be missed, if the call is not placed
 - 3) Staff determine that a call to an attorney is in the best interest of the inmate

“The Key Ingredient to Your Success is You”

- 4) An inmate is unable to write
 - 5) In an emergency (as determined by staff).
- d. Inmates may be charged a flat rate of \$5.00 for a telephone call lasting up to 15 minutes using the state telephone system for an emergency call. See DAI 309.39.01

Additional rules pertaining to phone usage may be posted in specific telephone areas throughout the institution.

L. Recreation – Leisure Time Activities – DAI 309.36.01

Inmates have several opportunities to participate in recreation each week and at least once each weekend. Your weekday recreation period is dependent upon your housing assignment and work or school assignment. Recreation activities are listed below:

| Outdoor Recreation Activities | |
|-------------------------------|-----------------|
| Basketball | Horseshoe |
| Soccer | Running/Jogging |
| Fitness Stations | Frisbee Golf |
| Volleyball | Softball |
| Handball | Guitars* |

| Indoor Recreation Activities | |
|------------------------------|---------------------|
| Basketball | Table Tennis |
| Foosball | Pool |
| Fitness Toning | Musical Instruments |

* Guitars are moved outdoors upon request. Once they are moved outside, they must remain outside for the duration of the summer and do not come back in until recreation is moved back indoors.

There will be times when outdoor recreation periods may need to be adjusted depending on weather conditions. Local weather is monitored for heat index, cold temperatures, cold weather advisories, and wind chill factors. For additional information on institution operations during extreme weather conditions, see DAI Policy 300.00.03.

For inmates in general population attending inside recreation, you are to use the South side of the stairs when going to recreation and the North side of the stairs when returning from recreation.

“The Key Ingredient to Your Success is You”

M. Institution Library Materials and Services-General & Legal - DOC 309 & DAI Policy 309.15.01. GBCI Procedures 900.309.22.01, .04, .06

1. The institution library is located in the School Hallway.
2. Access to the library is by **pass only** and passes are issued by Pass Control. **To avoid delays for use of the library, you must follow the procedures listed below:**
 - a. Complete an Interview/Information Request form and drop it in the Library Pass Request mailbox in the Rotunda. Requests **not** received in this manner **will not** be approved. One request per inmate per day – all others will be voided.
 - b. You must provide your name, number and housing unit on your request. You may indicate a day or time you desire to receive a pass, and if feasible, your request may be honored. You must not request and will not be issued a pass during your work hours or school class time. You may request a pass during your recreation period.
 - c. Inmates on Cell & Building Confinement who have a verified legal deadline must submit a written request to the Education Director for review and approval for a deadline pass. Before contacting the Education Director, you must have previously established, through the institution Librarian, verification of a legal deadline. This applies **ONLY** to inmates who have a legal deadline – not for the library in general.
3. General Library Materials
 - a. The library contains both fiction and non-fiction books, as well as current newspapers and magazines. Books only may be checked out. Books must be returned to the library within the specified time limits and/or prior to your transfer from the institution.
 - b. Inmates assume complete responsibility for all materials checked out to them. You will be issued a Conduct Report for missing, damaged or altered library materials checked out to you. Charges will be assessed as determined by the Hearing Officer or Adjustment Committee. It is a violation of GBCI rules to loan library materials to another inmate.
4. Law Library Materials, GBCI Procedure 900.309.22.04
 - a. The Law Library contains all materials and resources required by the Wisconsin DOC Administrative Code and DAI Policy. These legal materials and resources are provided through the Electronic Law Library which utilizes the Lexus Nexus system and a few additional print materials which may be checked out at the law

“The Key Ingredient to Your Success is You”

counter for use within the law library only. These materials may not be removed from the library and may not be checked out of the library.

- b. Library reference materials are available that provide names and addresses of State & Federal Officials, Attorneys, and Courts.
 - c. The Electronic Law Library and all materials and resources required by the Wisconsin DOC Administrative Code and DAI Policy are also available in the Restricted Housing Unit and the Treatment Center. Inmates in the Restricted Housing Unit, the Transition Unit and Step Unit should refer to their respective Inmate Handbooks for additional information concerning the use of the Electronic Law Library, access to additional print materials and resources, and rules governing the possession of legal materials.
 - d. Assistance with legal materials is limited to an explanation of the use of available institution materials or institution resources. Legal advice, filing of legal documents or assistance in any manner other than general directions will not be provided by institution staff or inmate library workers.
5. Other Library Services
- a. A photocopy machine is available in the library. Legal materials for court actions may be copied at a cost of 15 cents per copy. A limited amount of photocopying is permitted with prior review and approval of the Librarian or designated staff.
6. General and Law Library Procedures
- a. If you have a library pass, you are permitted to carry personal legal documents and materials to the library. You may not take these items to school, recreation, or to your work assignment.
 - b. Inmates may provide legal services to other inmates, except the institution may regulate the time and place of such legal services. **You and the inmate assisting you may be allowed to send legal correspondence and your personal legal materials that you need assistance with to the other inmate via U.S. Mail.**
 - c. The institution is not responsible for an inmate's legal materials that are given to other inmates. If other inmates are in possession of such legal materials, these legal materials become part of their property and property limits of the inmate in possession of the materials. See DOC 309.155 & 309.20.
 - d. Inmate personal documents or materials of any kind may **not** be loaned or exchanged in the library with other inmates. The loaning or exchange of materials may result in confiscation of the materials and the issuance of a conduct report.
 - e. All inmate legal materials are subject to inspection by GBCI staff at any time.

“The Key Ingredient to Your Success is You”

N. Institution Picture Project- GBCI Procedure 900.309.03.02

1. All requests to have your pictures taken are to be submitted to Pass Control Officer.
2. You are not allowed to have your pictures taken if you are on TLU, Cell Confinement, Sick Cell, or in Disciplinary Separation status. It will be your responsibility to notify staff of these sanctions at the time you are notified of the picture opportunity.
3. All pictures will be reviewed by the Security Staff prior to being given to you. You will NOT receive your pictures the same day they were taken. Upon approval, they will be delivered to you via institution mail.
4. Photographs will not be taken with props of any kind: do not bring any property items to have your photographs taken with (that includes sunglasses, handkerchiefs, do-rags, etc). Your attire will be worn in the appropriate manner and in compliance with the institution dress code.
5. Photos will be taken in the designated areas and against designated backgrounds only. Individuals being photographed must be standing with their arms at their sides, or hands crossed in front of their torso. Kneeling, squatting, sitting, hand signs, etc., of any kind are PROHIBITED.
6. Individuals will be charged for photographs denied due to any of the above rule violations. These photographs will be considered contraband and additional discipline may follow.
7. Photo re-takes will be granted for the photos that have film flaws on the body of the photographed individual. All retakes will be reviewed and approved by designated Security Staff. If the photograph is approved for a re-take, it will be free of charge for the inmate.
8. Inmates will be required to fill out a signed and dated Disbursement Request, Form DOC-184 with the inmate's name, number and the total number of the photos to be purchased. You MUST have sufficient funds in your Trust Account prior to the pictures being printed. Refer to Photo Project Price list for current prices, available layouts, borders and backgrounds.

CHAPTER 4. INMATE ACCOUNTS- MONEY TRANSACTIONS, CANTEEN AND EARNINGS.

A. Instructions for Receipt of Funds & Types of Inmate Accounts –DOC 309.45, 309.47, 309.48, 309.49 & DAI Policy 309.45.02

Pursuant to DOC 303.42, inmates are not allowed to have money in their possession. All inmates may have one or more accounts set up in the Business Office for safekeeping and handling of their funds. Inmates will receive a statement of their account showing transactions as well as account balances.

“The Key Ingredient to Your Success is You”

1. Receipt of Inmate Funds

- a. Funds received at GBCI are deposited and a copy of the receipt is given to the inmate. Funds must be sent to inmates via mail and made payable to the inmate – only Cashier Checks or money orders are allowed. The funds must be mailed to P.O. Box 10044, Green Bay, WI 54307-0044. The Business Office will issue a receipt to the inmate.
- b. Inmates shall not send or receive money in any form to or from another incarcerated inmate.
- c. Cashier Checks or money orders received that are not made payable to the inmate or GBCI will be returned to the sender at the inmate's expense.
- d. If an inmate receives cash or a check in the mail, it will be returned to the sender at the inmate's expense. If it is determined to be contraband, it will be processed in accordance with DOC 303.09.
- e. Friends/family may electronically transfer funds to inmate's account via Western Union. Funds will be directly deposited into the inmate's account and the Business Office will issue a receipt to the inmate.

2. Types of Accounts

a. **Regular Accounts**

These are accounts defined as those established to handle funds received by inmates for compensation, gifts from families, etc.

- 1) Deductions will be set up to automatically deduct from receipts and compensation from the inmate's account in accordance with DAI Policy 309.45.02 to include, but not limited to, child support, restitution, release account, victim witness surcharge, DNA surcharge, etc. These deductions will show up on the inmate's biweekly statement.
- 2) Inmates may request a payment of up to \$25.00 to one close family member once every 30 days by sending a completed Disbursement Request and addressed/stamped envelope to their social worker for approval. Additional disbursements or anything over \$25.00 must have the approval of the Warden's designee (Unit Supervisor). Close family members are defined as natural, adoptive, step or foster parents, spouse, children, grandparents, grandchildren and siblings. Relationships must be verifiable. See DOC 309.49(4).
- 3) The institution will allow inmates to send out one mail order per month to an immediate family member **OR** to a friend who is on the inmate's approved visit list – **not both**. The mail order must be submitted to the Unit Supervisor

“The Key Ingredient to Your Success is You”

for review and approval. The amount of the mail order is limited as follows: (family member - \$100 order including tax & shipping – immediate family member as defined under Wisconsin Administrative Code DOC Chapter 309) **OR** (friend who is on the inmate’s approved visit list - \$50 order including tax & shipping). This would be in addition to the once every 30 days family check as defined in Subsection (2) of this section.

- 4) Inmates may spend funds out of regular accounts for canteen.
- 5) An inmate may voluntarily choose to acknowledge his debt(s). The debt(s) must have been incurred prior to incarceration (as charge accounts and installments are not allowed), the debt is verifiable, and payment is approved by the Unit Supervisor. Institution debts and restitution will be collected by the Business Office prior to any voluntary payments.
- 6) Inmates are prohibited from transferring funds to other inmates and this includes the transfer of funds via third party.

b. **Release Fund Account – DOC 309.466**

- 1) A release fund account shall be established for all inmates by deducting ten percent (10%) of all deposits.
- 2) Release funds will be deducted in addition to all other deductions.
- 3) Inmates may transfer money over and above the regular deduction into the release fund at any time by sending a Disbursement Request form to the Business Office stating the amount they want transferred. These funds may not be withdrawn except as stated in (4) below.
- 4) Withdrawals from the release fund may only be made per DAI 309.45.02 Attachment A.

c. **School or Work-Release Account**

Pursuant to DOC 324.09, inmates returned to GBCI from work or school release assignments will have their work release money put into a segregated account. No expenditures will be made from this account except PLRA obligations.

d. **Savings Bond Accounts**

Purchase of U.S. Savings Bonds is no longer permitted. Bonds currently held by inmates may be cashed anytime after 12 months from the purchase date by submitting a written request to the Business Office. Bonds retained by the institution, at the time of release, will be disbursed under the direction of the supervising field agent. Value of the bonds is listed at purchase cost on the weekly copy of your account – not necessarily the current value.

“The Key Ingredient to Your Success is You”

e. **Savings Accounts**-DAI Policy 309.46.01, Interest Bearing Accounts

Inmates may deposit regular account funds and release account funds into an interest bearing account. These accounts are separate from any other account. Interest is paid quarterly by the bank and is deposited in inmate savings accounts. Deposit/withdrawal slips are provided by the Business Office.

1) Deposits in Accounts

- a) Regular savings account deposits are made on the third Wednesday of the month and are recorded to your account. Release savings account deposits can be made on the third Wednesday of the month. A minimum amount of \$20.00 is required for a transaction to be processed. Inmates opening new savings accounts must have their Social Security (SS) card in their personal property so the Business Office can verify the number for the bank. Applications to apply for replacement SS cards are available through the Social Services Department.
- b) To open a release savings account, you must have at least \$50.00 in your release account. To open a regular savings account you must have at least \$50.00 in your regular account.

2) Withdrawal from Accounts

- a) Regular savings account withdrawals are done the third Wednesday of each month and may be made by sending a withdrawal slip to the Business Office. When the money is received at GBCI, it will be deposited in your regular account. A minimum amount of \$20.00 is required for a transaction to be processed.
- b) Release savings account withdrawals may be used for birth certificate, ID card and driver's license, and at the time of release for the purchase of dress-out clothes and out-of-state transportation. Court-ordered PLRA obligations may be taken from release funds. All such withdrawals must be approved by the Corrections Management Services Director/designee.

3) Disbursement upon Transfer or Release

- a) Upon release to parole supervision, inmate funds are dispersed as specified by the supervising agent.

f. **Legal Loan**

Pursuant to DOC Administrative Code 309.51 and DAI Policy 309.51.01, an inmate without funds may write to the Business Office to request a loan in order to purchase writing materials, photocopies, and postage for legal correspondence. Inmates must sign a Loan Application and Repayment Agreement form (DOC-1290) and provide documentation or explanation of legal need before a legal loan

“The Key Ingredient to Your Success is You”

may be approved. To process an approved loan for legal purchases, the following procedures apply:

- 1) **Postage:** Send your legal mail to the Mail Room with a completed Disbursement Request form marked LEGAL MAIL. You can only mail to the places and people as defined in DOC 309.51 of the Administrative Code.
- 2) **Copying:** Legal materials shall be limited to copies of inmate personal legal documents and most copying will be done in the library. Photocopying of law book research and reference materials is prohibited. If you need something copied that is in your Legal file or Social Services file, contact the Record Office.
- 3) **Supplies:** Send a disbursement request to the Business Office marked LEGAL SUPPLIES. Only supplies ordered according to institution property rules that are necessary to complete legal documents will be approved on a legal loan. This includes paper, envelopes and pens. All disbursement requests for legal loans supplies must be in the Business Office by noon on Monday. For inmates on loss of canteen, see GBCI Procedure 900.302.02.02.
- 4) **Exceeding a Legal Loan Limit:** If an inmate exceeds the \$100 limit of his legal loan in any calendar year, he must submit a written request to the Warden for an extension according to DOC 309.51. He must also provide justification in his request that he has an extraordinary need for these funds. As part of the request, specific information and supporting documentation that must be provided to the Warden include: (1) list each item that is needed, (2) court case number, (3) type of legal action, (4) court-ordered deadline, and (4) reason for doing legal work. The Warden may request additional information, if needed. Without providing complete, requested information, an inmate's request for additional postage, copying, and writing supplies will be DENIED.
- 5) **Use of Materials:** Materials and supplies obtained through legal loan funds must be used for legal work only and only for the legal work of the inmate approved for the legal loan funds. Using such materials for purposes other than the approved inmate's legal work may result in the issuance of a conduct report.

B. Canteen – DAI 309.52.01 & GBCI 900.302.02.02

1. Canteen Price Lists are issued to and must be kept by each inmate. Order forms are available in your housing unit and are issued to all inmates weekly. Using a black pen, you must fill in the spaces and darken the corresponding circles. Your name, DOC number and housing unit must be legibly written on your order or your order cannot be processed. Order forms must not be folded, torn, etc., as they cannot be processed.

“The Key Ingredient to Your Success is You”

2. Inmate account statements are issued every 2 weeks. Canteen orders are collected on the weekend for delivery the following weekend. You may only spend available funds that will be in your account at the time your order is processed by Canteen. If you have other financial obligations where deductions may be taken out of your account before the processing of your canteen order, then you must remember to deduct that amount from your statement as those funds will not be available for canteen spending.
3. Only one canteen order per week is allowed. Limits on money spent for canteen are \$42.00 per week.
4. At the time of delivery, you must examine the contents of the order through the clear, plastic bag, in front of a staff member. Do not break the seal on the bag until the contents are verified. If you accept the order with contents as delivered, you must sign the sheet acknowledging receipt of your order.
5. If there is an error with your order, the Officer must break the seal, verify the order is incorrect, note the error on the canteen receipt, sign the receipt and turn the original of the receipt into Canteen. An adjustment will be made to your account.
6. Inmates who are out of the institution or have transferred will have their order returned to the Store and the inmate's account will be credited.

C. Inmate Compensation – DOC 309.55, DAI 309.55.01

Compensation amounts are posted to your account every two weeks. You will start getting compensation the first full day you are at the institution. Some of the statuses that you will not receive pay for include, but are not limited to Disciplinary Separation, Voluntary Unassigned, other disciplinary penalties, or holidays (unless you work the holiday), while out to court, out to hospital, or lay-in status. You will not receive pay while in Protective Confinement status, unless placement was approved by the Security Director for the purpose to ensure your personal safety, and you were receiving pay immediately prior to placement.

1. Compensation Plan

Compensation shall be computed on an hourly basis as shown in the table below in compliance with DAI Policy 309.55.01 Inmate Compensation Plan. Inmates participating in a work or program assignment will not be compensated for more than 40 hours per week. Inmates participating in full-time Education will not be compensated for more than 35 hours per week. Overtime will not be paid. Involuntary unassigned rate will be used to supplement inmates working less than 40 hours per week (35 hours for school) to equal weekly compensation for a combined total of 40 hours (35 hours for school) per week.

“The Key Ingredient to Your Success is You”

| | |
|---------------------------------|-------------------------------|
| Range 5 | \$.42 per hour |
| Range 4 | \$.35 per hour |
| Range 3 | \$.26 per hour |
| Range 3A (Education/Program) | \$.15 per hour |
| Range 2 | \$.19 per hour |
| Range 1 | \$.12 per hour |
| Involuntary Unassigned | \$.05 per hour |
| Weekend or holiday work | \$.02 per hour additional pay |

2. Badger State Industries

Hourly pay is determined by the Bureau of Correctional Enterprises. For more specific information pertaining to Bureau of Correctional Enterprises, see Administrative Code DOC Chapter 313, Prison Industries or the Prison Industries Inmate Workers Handbook.

D. Inmate Disbursement Request Form

1. Any time you wish to have money taken out of your institution general account, a Disbursement Request form (DOC-184) must be completed in duplicate (2 copies). The Disbursement Request form will be handled in the following manner:
 - a. **Special Canteen Purchases** are handled by the Business Office. For these items, submit an order form for the item you wish to purchase to the Business Office. The list of items available via special purchase includes, but is not limited to, such items as adapters and clothing while supplies last.
 - b. **Hobby/Handicraft Supplies**: Inmates are to order Hobby/Handicraft Supplies from one of the approved vendors. Submit your disbursement request and order form to the Business Office. Orders are processed the 2nd Tuesday of the month. Inmate's orders may not exceed \$100.00, including shipping and handling.
 - c. **Mail Orders**: Inmates are to order from one of the approved vendors. Submit your disbursement request and order form to the Business Office. Orders are processed and mailed out each Tuesday. Orders for religious items, such as oil, beads, headwear, etc., must be approved by the Chaplain.

Inmates must provide the business office with the following:

- An order form from the company they are ordering from
- The disbursement request filled out with the information as well as the amount of their order.

“The Key Ingredient to Your Success is You”

NOTE: If the inmate does not have an order form for the place they want to order from, he should write the library to obtain a copy of it. If the library does not have it, the inmate should include all information about the order items on a piece of paper, including his information (inmate name, and complete address). The inmate should also include a copy of whatever item he is ordering from the company so business office staff can verify it (amount and item).

- d. **All Other Inmate Orders for Supplies** such as magazine subscriptions, etc., that are not available through the approved catalogs may be purchased by submitting a disbursement request, catalog order form and stamped, addressed envelope to the Business Office. The order will be reviewed and approved by the Business Office as to financial status and acceptable vendor only. Even after the orders have been processed by the Business Office, the item will still be subject to approval once it arrives at GBCI.
 - e. **Donations** for charitable organizations may be made by submitting a disbursement request and a stamped, addressed envelope to the Unit Supervisor for review and approval.
- 2. After the Business Office has issued the check, you will receive one copy of the Disbursement Request form with the check number and date noted on the order request to keep with your records.
 - 3. Do not order any items C.O.D. as GBCI will not accept these. Orders must be accompanied by a Disbursement Request form requesting a check to be sent to the company to cover the full cost of the order with that company. Orders cannot be placed through another inmate. Unauthorized items will be returned to the company from which they were ordered, at the inmate's expense, and may not be forwarded to a third party. All incoming items must be accompanied by a sales receipt.

CHAPTER 5. GBCI LIVING RULES

A. The Cell Hall

It is expected that you will keep your cell neat and clean at all times, i.e., floor swept, furniture and bars dusted, walls clean, etc. The floor is to be swept each morning. The sweepings must be deposited in a trash container. Inmates are to use their canteen bags as trash containers in their cells. If you did not receive a canteen order, you can ask the Cell Hall Officer for a garbage bag. Any specific care of your cell that you must do will be explained to you by the Cell Hall Officer. Materials, which you leave out in the open, shall be neatly arranged on the top of the desk or bookshelf. The toilet bowl and wash basin shall be kept clean at all times. Cleaning materials are available in the cell hall. Most rules are posted in the cell hall. State issued forms are available Tuesday, Thursday and Sunday from the first shift sergeant if available.

“The Key Ingredient to Your Success is You”

Energy costs continue to rise each year. Inmates are expected to conserve energy in efforts to keep rising costs at a minimum, while still benefiting from the comforts. Inmates are required to do the following:

1. Turn off lights when not in use for such things such as reading, working on hobby crafts, while eating an institution meal, (institution counts – lights must be on), etc.
2. Turn off electronics such as radio, television, fan, typewriter, etc when not in use.
3. Turn off water – do not allow water to run.
4. Use all energy conserving efforts when at a work, program or school assignments.

GBCI Cell Hall Living Rules

1. **Bulletin Boards** You may not attach any item to the walls, ceiling, cell front or cell door. Pictures are permitted **only** on the desk bulletin boards. Pictures may not be attached to the shelves, the sides of the desk, hanging past the sides of the bulletin boards, etc. No items are allowed to protrude from your cell. This includes television antennas.
2. **Cell Doors** Your cell door is to be immediately closed after exiting or entering your cell. Additionally, your cell door is to be immediately closed if you choose to remain in your cell after the door was opened for an activity such as meals, recreation, etc.

When housed in a double cell, the last inmate exiting or entering is required to close the door. However, both inmates are responsible for ensuring the door is closed. You are not permitted outside of your cell in any manner while waiting for your cellmate to return from an activity. Being outside of your cell is defined as having any part of your body outside the doorway.

You are prohibited from placing an item by the cell door or track in any way that would prevent the cell door from opening or closing completely.

You are prohibited from closing anyone else's cell door.

3. **Cell Lights** The lights in your cell will be turned off whenever the cell is empty.

You may not have anything covering your light. Paper may not be placed in any manner that would block the light. You may not color the lampshade or light bulb in any way. You may not place prayer oil on the light bulb.

4. **Cell Sanitation** You are expected to maintain a proper sanitary condition within your cell at all times. Garbage and recyclables are to be placed in the appropriate receptacles located in the front of the cell hall. You may not throw garbage out of your cell or over the tiers. Garbage is to be emptied at breakfast time only. You must bring your garbage down when your tier is leaving. When your tier returns, you can pick up a bag if needed. You may shake out your rug during cell cleaning time only.
5. **Clothing** All clothing (state and personal) is to be worn in the manner for which it is designed, including proper size. You are not permitted to layer socks, pants or shorts. You are not permitted to

“The Key Ingredient to Your Success is You”

wear anything over your pocket shirt. Shoes are to be worn with the feet entirely in the shoe and the laces tied up. The top of your pants is to be waist high and pant legs are not to be cuffed or rolled up. Shirts are to be tucked in and buttoned appropriately. Thermal underwear is worn under clothing. You are to be properly dressed **before** leaving your cell. This includes your ID card properly displayed outside of your shirt with the picture facing out.

6. **Containers / Canteen Boxes** Containers and empty boxes from canteen items must be disposed of when the original item(s) that came in that container or box is no longer present. Cardboard boxes are not allowed in cells. You are allowed to retain two clear canteen bags to use as garbage receptacles.
7. **Courtesy Curtains** All cells contain a courtesy curtain, a laundry line, a pillow and mattress. These items **must remain in the cell** if you are required to transfer cells. It is your responsibility to notify the cell hall Sergeant if any of these items are missing. Courtesy curtains are to be in the “open” position when not in use and must be used for the intended purpose only. Sheets, blankets, etc. are not to be used as courtesy curtains. Nothing may be strung across the front of your cell, attached to the cell front, hung from either ends of your bed or blocking the view from the cell front in any way. You may not stack anything on either end of your bunk which may obstruct staff’s view into the cell. Homemade lines are not allowed.
8. **Dispositions** All conduct report dispositions start immediately when given, either through a hearing or a summary disposition, unless otherwise specified.
9. **Electronics** All electronics, (TV, radio, fan, etc.) are to be turned off when you leave your cell. You may not hang or attach electronics to or from your bunk, walls, hooks, shelves or desks.
10. **Entry of Another Inmate’s Quarters** You are not permitted to enter the cell of any other inmate or allow another inmate to enter your cell. Entering the cell is defined as having any part of your body inside the doorway
11. **Headphones** You must wear your headphones or earplugs any time you listen to your TV / radio. The volume of the electronics must be low enough so that it cannot be heard outside of the headphones.
12. **Horseplay** Horseplay is not permitted. This includes hugging, grabbing, pushing, etc. You are not allowed to climb on, hang on, or hang over any tier railings. You are not allowed to throw items over or onto the tiers.
13. **Lay-In:** a non-paid status indicating the inmate has been excused from his or her work or program assignment until the next work or program day at the discretion of the assignment supervisor. Inmates on lay-in will be on room confinement until the start of the next work or program assignment. Lay-in status applies only to inmates in a work or school assignment. Inmates on lay-in status may leave their cells only to attend meals and visits.
14. **Loitering** You may not loiter at any time. You shall walk at a normal pace, using a direct route, to your destination. Walking backwards, dancing, running, etc. is not allowed. Loitering includes stopping at a cell other than your own to carry on a conversation or engage in the transfer of property with another inmate.
15. **Medication** If you are refusing your medication, go directly to the front of the line and inform the nurse. If you are receiving a medication refill, go directly to the front of the line and inform the nurse.

“The Key Ingredient to Your Success is You”

You may not skip ahead of other inmates in the medication line. You may not loiter in the medication line – example: allow other inmates to go ahead of you so you can remain at the end of the line.

16. **Plumbing** You may not run your water when not in your cell. Do not flush garbage, paper, food, etc. down your toilet.
17. **Property Limits** You are responsible for maintaining your property within the allowed limits.
18. **Punctuality** You are expected to be punctual for all classes, work assignments, passes, meals, medication pass, major ring outs etc. You must be prepared for your activities before leaving your cell. Staff will not reopen the cell door for forgotten items. When your cell door is opened, you are required to come out of the cell in a timely manner. You are required to check out with staff when leaving on a pass and to check in with staff when returning from a pass.
19. **Red Lines** When exiting or returning to your cell on A or E tier, you are required to walk inside of the posted red lines on the floor. You may cross the line once you are directly in front of your cell. You are not permitted on or beneath a catwalk or under heating duct areas.
20. **School** When assigned to school, it is your responsibility to check the absence board prior to leaving the cell hall. Do not leave the cell hall if your teacher is posted absent.
21. **Showers** When your cell door is opened for showers, you are required to shower in that group. You will not be permitted to shower in a later group. You may not return to your cell for forgotten items. Once you leave the bathhouse, you are not permitted to return to the bathhouse for any reason.
22. **Stairs** You are required to use the stairs on the same side of the cell hall to which you are assigned, i.e. front of the cell hall uses the front half of the stairs and the back of the cell hall uses the back half of the stairs. You are not permitted to use the stairs in the back of the cell hall at any time.
23. **Standing Count** You must stand for all official standing counts, unless you are on a medically authorized sick cell. For any standing or emergency count, you are expected to be standing at the cell front facing the cell door. The cell light is to be on. Talking is not permitted during a standing count. Standing counts are at 7:45 AM, 12:15 PM, 4:10 PM and 9:30 PM.

Note: The cell front is the part of the cell closest to the cell door. At any count, you must be positioned so that staff is able to “see skin”.
24. **Talking** At all times, you are to talk in a conversational tone only. Conversational tone is defined as only loud enough for the inmate in the cell next to you to hear. If the officer can hear you from more than one cell away, you are too loud. Loud singing is not permitted. (Refer to the definition for talking). Whistling is not permitted. Talking from tier to tier is not permitted. There is to be no talking after 10:00 p.m.
24. **Unassigned Area** You are not permitted to be on a tier other than your side of your assigned tier. When you are let out of your cell or when returning to your cell, you are not permitted to walk past your cell in the opposite direction from your destination.

“The Key Ingredient to Your Success is You”

You are not permitted in the area of the back stairs without specific staff approval, i.e. past cell 37 on the front side or past cell 38 on the backside.

Violations of the cell hall living rules may result in the issuing of a warning or a conduct report.

B. Cell Mates

Cell and housing assignments are handled by the Unit Supervisor. If you have cell assignment concerns, you must contact your Unit Supervisor directly with your concerns. Staff will determine such assignments in the best interest of the institution, availability and population as a whole. It is your responsibility to display positive behavior and to get along with your roommate and all fellow inmates. Part of being an adult is learning to get along with others, even if that person displays different values.

C. Cell Inspections

You are not to have anything on your person, in your cell, or otherwise under your control that is not approved. Cell inspections will be made regularly. Items found in your possession or under your control that are not your property, in excess of the institution limits, or are not authorized will be considered contraband and will be confiscated, and you may be subject to disciplinary action. You are not allowed to pass any personal property or canteen. Tier workers are not permitted to pass or obtain anything for you. If an item is in your cell, you are responsible for it. This includes inmates in double cells. If you move to a new cell, you are responsible to inspect it and report any unauthorized items and/or damage to housing unit staff.

D. Cell Repairs

It is your responsibility to report necessary maintenance work (electrical, plumbing, bed repairs, etc.) to the Cell Hall Sergeant to ensure sanitary and safe conditions in your cell.

E. Property

1. The GBCI rules on property are listed in DAI Policy 309.20.03 (Inmate Personal Property and Clothing). DAI Policies are available for review in the institution library.
2. If your property is lost, stolen or damaged, inform the area/unit staff. The staff will file an Incident Report. If the item is not recovered in 90 days, it may be removed from your property inventory. It is your responsibility to contact the Property Officer to have the property removed from your inventory.

F. Grooming and Personal Hygiene - Grooming and Personal Hygiene - DAI 309.24.01 & GBCI Procedure 900.302.04.08

1. Personal cleanliness is your responsibility and you are required to maintain a neat personal appearance and good personal hygiene. The institution offers adequate facilities and opportunities for this purpose. For inmates who are indigent and in need of hygiene items,

“The Key Ingredient to Your Success is You”

the institution will provide specific items. For additional information on this process see GBCI Procedure 900.302.04.08.

2. Showers: Inmates are required to shower and change clothing and bedding as scheduled by your assigned housing unit. You are expected to shower two times a week. You are to bring your own clean underwear, socks and one towel with you at the time you shower. The opportunity for additional showers is available at recreation.
3. Hair: You are prohibited from partially shaving your head and from cutting designs, symbols, etc., in your hair. Hair with multiple cut parts, initials cut into the hair, and tufts of hair only remaining on your head are NOT permitted. Braided hair may not have any sculpting designs, numbers, letters, symbols, initials, etc., or any style that depicts such. If braided, the entire head must be braided. Braids may only be in straight lines starting from the front of the head, ending in the back of the head. Inmates may have a single part cut into their hair. You are not permitted to wear items in your hair such as beads, curlers, etc. out of your housing unit. Inmates being transported outside of the institution, for any reason, are required to remove any braids and/or dreadlocks prior to departure. Failure to do so will result in the issuance of a conduct report.
4. Nails: Your fingernails will be clipped to a maximum length not to exceed the fingertip and must be kept clean.
5. Razors: Disposable razors are available for purchase through the canteen for those inmates wanting to shave. Any inmate found to be in possession of an altered or damaged disposable razor will be subject to discipline via issuance of a conduct report, which will be processed as a Major violation. If razors have been accidentally broken, or are falling apart, they should be turned in to your Housing Unit Officer immediately, in order to avoid a conduct report.

G. Meals/Dining Room

DOC encourages inmates to practice healthy eating habits. The department uses dietary guidelines established by the U.S. Department of Health & Human Services and the U.S. Department of Agriculture in providing nutritional and healthy meals for inmates. DOC continually reviews the need for change in diet in order to maintain nutritional meals in such ways as increasing fiber content and limiting total calories, cholesterol, sodium and fat. We encourage all inmates to be positive in the ongoing efforts of the department to provide meals that meet nutritional guidelines while promoting good health. While partaking in meal time in the dining room, the following is expected:

1. You are expected to display good behavior on your way to the dining room. Inmates going to and from the dining room are to walk on the right hand side of the railing with no more than two abreast. Talking in an ordinary conversational tone is permitted at this time and also after you take your seat. There will be no cutting in front of others or changing places with someone else in line. If you wish to give another inmate a portion of your meal, or receive from another inmate a portion of his meal, this can be done only after both of you are seated at the same table. The staff may split inmate populations between

“The Key Ingredient to Your Success is You”

the two dining rooms. Once in the dining room, you must sit at the assigned table. You are not allowed to change tables or to get up once you are seated. You must return to your housing unit, as directed by staff.

2. You may not leave the dining room until your tier or housing unit is announced by staff. Once your tier or housing unit is called to leave the dining room, take your dishes to the tray return and go directly to your cell. With the exception of one piece of fruit, food may not be taken to or from the dining room. If you take a piece of fruit back to your cell it must be consumed before the next meal. Do not pass items from one table to another. Canteen items and other personal property (magazines, etc.) are not permitted in the dining room.

H. Movement Procedures

1. Inmate movement within the institution is permitted only under staff escort/supervision or via the Pass System. Inmates assigned to the school program shall follow the class schedule provided by the Education Department.
2. Inmates shall promptly honor all authorized passes. A maximum of five minutes is allowed for traveling from one point to another. You are not permitted to go anywhere but the destination indicated on the pass. You shall not stop or loiter along the way. Failure to honor a pass may result in disciplinary action. Inmates are not allowed to run, except while at recreation.
3. All inmates must pass through the metal detector when leaving and returning to your housing unit.
4. Once you leave your housing unit to attend scheduled activities you are expected to remain in the assigned area for the duration of the activity. You will not be allowed to leave the activity early. This applies to all off unit activities such as the library, chapel, recreation, groups/programs, etc.
5. General population inmates attending inside recreation are to use the South side of the stairs when going to recreation and the North side of the stairs when returning from recreation.
6. Personal (pat-down) searches may be made of any inmate, at any time, in any location.
7. Inmates may be inspected via the use of various scanning devices including, but not limited to, such devices as hand scanners and metal detectors at any time, in any location.

I. Phones

1. Phones for personal calls are available in the cell halls. You must submit a phone request (DOC-245) prior to 8:00 pm if you wish to be considered for a phone call the following day. Submission of a phone slip does not guarantee you will be scheduled.

“The Key Ingredient to Your Success is You”

2. Only one completed call during your time slot is allowed.
3. You must use your own PIN when using the phone.
4. Three way calls are not allowed.
5. You are expected to give the phone runner the phone back at the end of your time slot.
6. If a phone is damaged, your portion of the tier will not have a phone until it is repaired.
7. Phone calls in the cell hall are a privilege.

J. Kiosks

1. Kiosks will be available in various areas of the institution.
2. Each area will have an identified kiosk schedule. Kiosks are available only during these times.
3. Kiosk rules are posted near the kiosk stations. Any violation of these rules can result in suspension of your privileges.
4. No talking or loitering is allowed while using the kiosks.

K. Dormitory

1. Inmates may request housing in a dormitory by submitting an Interview/Information Request slip to the Security Dorm Supervisor in the Security Office. Assignment to a dorm is a privilege and not a right. You will be screened using such criteria as sentence structure, conduct history, program participation, etc., before approval for placement in the dorms. While living in the dorms, you are expected to keep your area clean. Personal property must be kept in your footlocker. The footlocker must be kept locked any time you are not in the area.
2. Electronic personal property is limited in the dorms. Each dorm has televisions for inmate use.

“The Key Ingredient to Your Success is You”

Dorm A Living Rules

A. Inmate Movement

1. When exiting the dorm or returning to the dorm, there will be no stopping or loitering in the corridor or rooms between the dorm and the rotunda. Inmates must be properly dressed before leaving the unit.
2. You are expected to confine your movements in the sleeping area to your assigned bed only. Being in an unassigned area may result in a conduct report. An unassigned area would include standing next to someone else's bed.
3. After 10:30 PM, no movement will be permitted between the sleeping area and the day rooms. The only exception will be for use of the restroom. Inmate must receive permission from staff prior to entering the dayroom.
4. You will not be allowed back into the day room for recreational purposes once you've gone to the sleeping area after 10:30 PM.
5. When out of the dorm (other than mass movements such as recreation), you must report / check in with the officer at the door immediately upon returning to the dorm.

B. Punctuality and Attendance

1. While you are living in the dorm it is your responsibility to follow your schedule and be at your designated assignment on time. This includes the pass lists and absentee Teachers lists.
2. Early wake up call is at 5:30 AM.
3. Scheduled Events:

Canteen Friday AM - after breakfast

C. Counts

1. Formal counts: 5:30 AM, 7:45 AM, **12:05 PM and 4:10 PM Standing Count**, 9:20 PM, 12:00 AM and 3:00 AM
2. During the standing count you must stand at the foot of your bunk and there is to be no talking at this time. All inmates will be required to report to their bunks and stand for all formal standing counts.
3. During all counts, you are required to stay where you are without moving and remain silent until signaled that the count is over. You must remain seated at the end of your bunk until institution count clears.

“The Key Ingredient to Your Success is You”

D. Day Room

1. The day rooms will be open as indicated below. Unit washers, dryers, TVs and telephones may only be used during these hours. The use of these unit facilities shall not interfere with count, meals or custodial duties. Washers and driers may not be used one hour prior to the dayroom closing.

| | |
|-----------|---|
| Monday | 5:30 AM- 11:45 PM |
| Tuesday | 5:30 AM- 11:45 PM |
| Wednesday | 5:30 AM- 11:45 PM |
| Thursday | 5:30 AM- 11:45 PM (DAYS PRECEDING HOLIDAYS 6:00 AM-1:00 AM) |
| Friday | 5:30 AM- 12:45 AM |
| Saturday | 5:30 AM- 12:45 AM |
| Sunday | 5:30 AM- 11:45 PM |

E. Grooming and Attire

1. Hair grooming is to be done in the bathroom only.
2. No hair grooming after 9:30 PM (this includes braiding, curling and rolling).
3. Cutting of hair is not allowed in the dorm. This includes the bathroom area.
4. Inmates must be appropriately dressed when in the day room. This means shirt (tank tops, sleeveless inc. but not during meal time), pants, gym shorts, shoes and socks. Thermals may not be worn as outerwear. Shirts do not need to be tucked in while in the sleeping area. They are to be tucked in while in the dayroom.
5. All clothing is to be worn as intended; i.e. pants, gym shorts, sweatpants are to be worn about the waist. This means above the hips.
6. Boxers are not considered gym shorts. Pajamas may be worn in the day room but not through the kitchen serving line.
7. ID badges are to be properly worn at all times, outside the shirt and facing forward. The only exceptions are when using the showers, movement to and from the showers and while on your bunk.

F. Meals

1. Meals are served at 6:15 AM, 11:00 AM and 4:25 PM.
2. There will be no cutting in line. You must form a line in the first aisle.
3. All meals are to be eaten in the day room, no exceptions.

“The Key Ingredient to Your Success is You”

4. You must be properly dressed when going through the serving line. This means a shirt with sleeves, pants, gym shorts, shoes and socks. No pajamas or sleeveless shirts. ID must be worn.
5. No showering or telephone use during meals.
6. Return trays and utensils to the proper containers when finished.

G. Showers and Hygiene

1. You are strongly encouraged to shower every day. This is a close environment and personal hygiene is a must. At a minimum, you must shower three (3) times a week.
2. Showering is permitted as allowed by the dorm schedule. You may speak in a conversational tone only while in the showers.
3. The hot water dispenser is to be used for food and drinks only, do not use it to wet washcloths to wash your face or to wash your food containers.
4. The bathroom is closed during meals, counts and cleaning times. Staff approval is needed for use of the bathroom during these times.
5. There is no visiting or loitering allowed in the bathroom.
6. No reading materials are allowed in the bathrooms.
7. All personal hygiene must be completed by 11:50 PM Sunday through Thursday and 12:50 AM Friday, Saturday and days preceding holidays.
8. Towels may hang on the end of your bunk to dry.

H. Sleeping Area

1. The first shift unit Sergeant authorizes bunk assignments.
2. There is to be no eating or drinking allowed in this area.
3. Talking is not permitted from 9:30 PM to 6:00 AM, daily.
4. All beds must be properly made when not in use. If you have an extra blanket, it will be folded and placed at the foot of the bed. This is anytime you are not in the bed.
5. You will be issued two blankets.
6. **On Monday mornings by 7:45 AM, footlockers, plastic storage containers and all personal property will be placed on your beds to allow for complete cleaning of the floor. Nothing is to be on the floor.**

“The Key Ingredient to Your Success is You”

7. When you leave the sleeping area, your bed is to be clear of all articles. Any items under the bed must be stacked neatly and cannot be out in the aisle. At no time will there be any items left in the aisles.
8. Footlockers will remain at the foot of the bed at all times. Each person in the dorm is allowed one footlocker. Plugged locks are not allowed and will be cut and confiscated.
9. Plastic storage containers are not to be used as chairs, cooking bins, foot stools, ice chests, for water, etc. They are to be used for your personal storage only. You are responsible for this container and will be charged for the replacement of them if you break them. Do not stack your metal footlockers on top of the plastic container.
10. Under no circumstances are you permitted to enter anyone's footlocker or plastic storage container or have any of your possessions in any footlocker or plastic storage container other than your own.
11. Do not slam your footlocker.
12. All inmates must have a combination padlock for their footlocker.
13. You can expect the officers to conduct shakedowns of your footlocker, plastic storage container and bunk. This is one of their duties, which is considered institution routine.
14. The only items allowed under your bunk are the plastic storage container, electronics (radio, typewriter and TV if you are allowed to have yours out), footwear and one mesh bag for dirty laundry. All of your personal property must fit into your footlocker and plastic storage container. All other items that do not fit into these containers must be sent out. No exceptions.
15. If you have a drawing board you will need to place this at the end of your bed between the bed and the frame.
16. The back room storage area will only be utilized for storing electronics.
17. Staff are not responsible for lost, stolen or misplaced items.
18. The only activities permitted in the sleeping area are letter writing, reading, drawing and individual prayer. Group prayer is not allowed in this area.
19. After 10:30 PM you will not be allowed to retrieve any property from this area. If you wish to obtain anything from your footlocker or plastic storage container, you must do so before this time. This is being done to minimize noise and movement in the sleeping area.
20. You are not allowed to be on any other bed but your own.
21. You are not allowed to be standing, kneeling, etc. next to another inmate's bed.

“The Key Ingredient to Your Success is You”

I. Day Room

1. In this area you are permitted to write letters, play approved card games and table games, watch TV and listen to your electronics. Roll playing games (D&D, etc), are not permitted.
2. Games may be checked out at anytime during dayroom hours. On third shift, games are terminated at 11:00 PM during the week and 12:45 AM on weekends. At these times all games will be returned. The person checking out the game is responsible for ensuring that all pieces are returned with the game.
3. Headphones / earplugs must be worn at all times.
4. There are no extension cords allowed across walkways.
5. Only one electronic item per person at a time in the day room. If not in use, the item must be put away. No saving spaces or assigned spaces. If you are at work all day, your electronics will not be placed in the day room until you return and are there to use them. No exceptions.
6. Approved hobby items may be worked on in the day room.
7. When playing dominoes/cards a blanket must cover the tabletop. These blankets are to be used as table coverings only, not as seat cushions.
8. Yelling, loud talking, hand slapping, slamming of dominoes or cards, etc. is not permitted and may result in termination of game playing and may result in a Conduct Report.
9. When playing any games/cards you must be seated at the table. There will be no games played that involve any more than six people, this includes observers.
10. Your property is your responsibility. Do not leave your property unattended.
11. Typewriters may be used in designated areas of the day room only.
12. No sitting on the tables or putting your feet up on tables, benches or walls. Lying down on the benches is not permitted.
13. Calisthenics, dancing, arm wrestling, horseplay or any activity of a similar nature is not allowed in the dorm.
14. Inmates on loss of day room and sick cell status (except work related injuries) are not permitted in the day room except during meal times.
15. You will eat and drink out of your own personal containers that have been purchased at canteen.

“The Key Ingredient to Your Success is You”

J. Telephones

1. Only one inmate will be on each phone per time slot. Sharing phone calls or joint calls are not permitted. You must notify the officers that you want to use the phone before you go onto the phone. You will then notify the officer if you did or did not get through on your phone call.
2. No sitting in the telephone booths.
3. No loitering around the phone area.
4. You are required to use your correct inmate number when making phone calls.
5. Three-way calls are not permitted.
6. Telephone calls will not be made during meals or count time.

K. Washers and Dryers

1. You must use laundry detergent only.
2. You are not allowed to wash any clothes in the bathroom or shower area.
3. Shoes/boots are not allowed to be washed in the washing machine or placed in the dryers.
4. No wash loads may be started after one hour prior to scheduled end time.
5. Your sheets must be washed or sent to the laundry to be cleaned weekly.

L. Talking

You may talk at mealtime, during working hours, in a group going to or from a shop activity, during recreation periods, and until 9:00 p.m. in the cell halls and dorm sleeping areas. Talking, wherever permitted, must be kept at a conversational tone, not loud or boisterous. In the cell halls, conversational tone is defined as only loud enough for the inmate in the cell next to you to hear. If the officer can hear you from more than one cell away, you are too loud. Loud talking from tier to tier is not permitted. Inappropriate and offensive behaviors are not permitted and include, but are not limited to, clapping, rapping, loud singing, yelling and whistling. See your housing unit living rules for more information.

M. No Smoking

GBCI is a smoke-free and tobacco-free institution. Tobacco, tobacco products or smoking materials of any kind are not allowed at GBCI and are considered contraband. Possession of contraband can result in disciplinary action under DOC 303. (GBCI Procedure 900.100.02 Tobacco and Smoking Materials).

“The Key Ingredient to Your Success is You”

N. Inmate Dress Code

All clothing (state and personal) is to be worn in the manner for which it was designed, including proper size. Shoes are to be worn with the feet entirely in the shoe and laces tied up. The top of your pants are to be waist high and worn at the waist with shirttails tucked in. No pant legs are to be cuffed or rolled up. Collars must be turned over, and pockets inside. See housing living rules for more specific information pertaining to your assigned housing unit.

1. You are to be properly dressed before leaving your cell. This includes wearing your ID Card and displaying it outside of your shirt with the picture facing outward. See DAI Policy 306.00.06, Inmate Digital Photo Identification System available in the institution library.
2. Inmates will be dressed in appropriately fitting trousers, shirt or T-shirt, shoes and socks whenever outside their housing unit, except while at recreation. This exception does not apply to inmates going to and from recreation.
3. When wearing a state-issued green shirt, only the top 2 buttons may be undone.
4. Inmates are not allowed to wear a T-shirt or sweatshirt over a state-issued green shirt.
5. Inmates must wear a shirt over any sleeveless shirt.
6. Inmates are not permitted to alter or destroy state or personal clothing in any manner.
7. If wearing a belt, the buckle must be buckled at all times.
8. Sweatsuits, jogging suits or gym shorts may only be worn in the housing unit, at recreation, and to and from recreation and showers.
9. Shoes will be worn with the foot entirely in the shoe and the laces tied. Laces will be the same color and not laced up the sides.
10. Plastic caps, curlers, do-rags, head covering and hair nets are not permitted out of the housing unit, except kitchen workers may wear a plastic cap in lieu of a hair net at work only.
11. Handkerchiefs may not be worn as an outer garment or headband (except as approved by staff in the institution shops for an inmate worker).
12. Slippers may be worn to showers, clothing exchange or in the housing unit ONLY.
13. Thermal underwear is to be worn under clothing.

“The Key Ingredient to Your Success is You”

O. Linen Exchange and Institution Clothing

1. Clothing Articles, Allowable Limits, and Size Guide

All GBCI inmates will be issued the following clothing articles that are labeled with your name and DOC number. The Bath House Sergeant will be responsible for and make the final decision in the sizing, issuing, and replacing of all state-issued inmate clothing. Laundry bags are to be used for laundry only. They may not be taken to recreation, used as a book bags, etc.

*Each inmate will receive:

| | |
|-------------------|----------------|
| 2 laundry bags | 2 pillow cases |
| 3 green pants | 3 sheets |
| 2 green shirts | 3 white towels |
| 4 T-shirts | 1 blue towel |
| 4 pairs of socks | 4 underwear |
| 1 winter jacket** | |

1 pair shoes (need for issuance and/or replacement to be determined by the Bath House Sgt.)

* Subject to maximum allowed for personal and state issue per DAI 309.20.03.

** Inmates are to maintain possession of the jacket for the duration of their stay at GBCI and should be worn only during the appropriate season(s) when outside weather conditions and temperatures are colder.

- a. The Bath House will affix the above items with labels indicating the inmate's name and DOC number. Any inmate found to have tampered with laundry labels may be subject to disciplinary action.
- b. Each inmate will be responsible for the articles issued to him. Inmates are responsible to ensure that quantities of the articles in their possession do not exceed the amounts listed above for each type of article.
- c. The following size chart will be used as a guide:

| <u>Green Pants/Briefs</u> | | <u>Green Shirts/T-Shirts</u> | |
|---------------------------|-------------|------------------------------|-------------|
| MED | waist 32-34 | LG | chest 32-34 |
| LG | waist 36-38 | XL | chest 36-38 |
| XL | waist 40-42 | 2XL | chest 40-42 |
| 2XL | waist 44-46 | 3XL | chest 44-46 |
| 3XL | waist 48-50 | 4XL | chest 48-50 |
| 4XL | waist 52+ | 5XL | chest 52+ |

- d. Each inmate is responsible to inspect clothing items issued to him to ensure they are the correct size, in good condition and not damaged or altered in any manner. You will be required to sign an Offender Clothing Receipt form, DOC-2276.
- e. Once you have received your clothing, you are responsible for any negligent damage or alterations to or loss of your clothing and may be subject to

“The Key Ingredient to Your Success is You”

disciplinary action for such damages which may include restitution for replacement of such clothing articles.

- f. When an inmate is received at GBCI and in Orientation status, the Bath House Sergeant will measure the inmate for correct clothing size. One sample of each size green pants, green shirt and T-shirt will be available for the inmate to try on should there be a question of the correct size.
2. Clothing for inmates housed in Restricted Housing & Treatment Center-Transition Unit (TCTU), and Step Unit.
 - a. When an inmate receives disciplinary separation, the state-issued clothing, laundry bag, and shoes will be placed with the inmate's personal property. The RHU Property Officer will store all property until the inmate is released from RHU. Upon release back into general population, your property, including state-issued, will be returned to you.
 - b. When an inmate transfers out of the institution in disciplinary separation status, the RHU Property Officer will remove the laundry bag and state-issued clothing from your property and return it to the Bath House.
 3. Housing Unit Laundry Procedures
 - a. Once per week, each inmate will have the opportunity to have his clothing laundered.
 - b. The institution will not be responsible for any personal clothing put into the laundry bag.
 - c. You are to place all white clothing in one laundry bag and your colored clothing in the other bag and secure them. No colored clothing should be placed in the bag with the white clothing as the bleach that is used will discolor colored items. Inmates will be responsible for damaged clothing should they place colored items in the white clothing laundry bag.
 - d. When your laundry bag is picked up, the officer/sergeant will check off each laundry bag turned in from each cell and bunk. The officer/sergeant will use that same check off sheet when returning your laundry bag the next day.
 - e. The schedule for laundry is:
Front of SCH: Wednesday pickup/Friday return
Back of NCH, Dorm A, TU, HSU: Monday pickup/Wednesday return
Back of SCH, Dorm B, MU: Monday pickup/Wednesday return
Front of NCH: Wednesday pickup/Friday return
 - f. If you are moved between housing units, you are responsible for the clothing and laundry bag issued to you, and must take it with you. If you move on the day your

“The Key Ingredient to Your Success is You”

laundry bag is at the laundry, you must inform the Unit Sergeant so your laundry bag can be sent to your new housing unit.

- g. If you are placed in TLU or receive disciplinary separation time, the officer packing up your property is responsible for packing all state-issued clothing and state-issued shoes into your laundry bag and sending it with your property.
- h. If you live in Dorm A, DO NOT place laundry bags in the washers or dryers.

4. Clothing Replacement, Repairs or Unusable Items

When you feel your clothing items no longer are useable, you will be required to complete an Interview/Information Request form detailing the item(s), what action you want taken and why. Submit this request to the Bath House Sergeant. The Bath House Sergeant will determine if your request is appropriate. He/She will issue a pass for you to report to the Bath House with the items you claim are unusable. The Bath House Sergeant will determine if the materials are unusable and will issue replacements as deemed appropriate. When you have an item that needs repair such as torn material or a hole, you must follow the same procedure. The Bath House Sergeant will maintain a log of repairs, replacements and clothing abuses.

5. Clothing Size Change Request

To request a size change for state-issued clothing items, you must complete an interview request form with the size(s) change and submit it to the Bath House Sergeant for review and approval. The Bath House Sgt. will then issue you a pass.

6. Missing Laundry

You are required to report missing laundry to the housing unit staff immediately. The housing unit staff will complete an incident report. Issued items will be from existing stock when possible. Inmates found to be in excess of the standard issue limits may be subject to disciplinary action.

7. Work/Shop Clothing

You are required to wear the state-issued general population clothing to and from work. Work and shop clothing may be worn to, from and at work and shop only.

GBCI shops, where inmate's shoes are subjected to heavy soiling or abuse, may allow shoes or rubber boots in their areas for the use of inmates who would like to protect their state-issued shoes. These can be obtained by submitting an Interview Request (approved by the shop supervisor) to the Bath House Sgt.

“The Key Ingredient to Your Success is You”

8. Transfer out of Institution

If you are being transferred out of GBCI, you must bring all state-issued clothing to the Bath House – no exceptions. The Bath House Sergeant will look over all items to insure they are in good condition and that all items are accounted for.

*Special issue of shoes will not be allowed for medical trips, court dates, weddings, etc.

P. Conduct Reports - DOC 303

1. Institution staff members are responsible for management of discipline and will report violations of the rules. The circumstances of such infractions are described in written reports called conduct reports. When a conduct report has been completed, it is turned over to the Security Department for review and approval. Upon approval by the Security Department, the report will be scheduled for a hearing before an Adjustment Committee or Hearing Officer.
2. Conduct report dispositions are effective immediately, unless otherwise specified.

Q. Additional Consequences & Restrictions

In addition to penalties imposed through the disciplinary process, there are other possible consequences or restrictions that may result from adjustment problems. An inmate confined to RHU for example may encounter additional setbacks as a result of receiving a conduct report or penalty. Some consequences that may result include, but are not limited to, are:

- Loss of institution work, program or school assignment
 - Loss of compensation
 - Loss of range status in an assignment
 - Loss of good time
 - Other losses according to DOC Administrative Code
1. Cell Confinement may be imposed on inmates assigned to the cell halls. You will be required to eat meals in your cell. You will not attend recreation activities or receive passes. If you have a work assignment or attend school you will be expected to attend. If you do not have a work or school assignment you will not be paid. You may be escorted to necessary medical, clinical or social services appointments, including med pass. You will be allowed to leave your cell for showers and visits (if not on visit restriction). You may attend religious services only with specific permission from the Warden.
 2. Building Confinement may be imposed on inmates assigned to dormitories. You will not attend recreation activities, work or school assignments or receive passes. You will not be paid. You may be escorted to necessary medical, clinical or social services appointments, including med pass. You will be allowed to leave the dormitory for visits (if not on visit restriction). You may attend religious services only with specific permission from the Warden.

“The Key Ingredient to Your Success is You”

3. Loss of a Specific Privilege which the hearing officer may impose includes, but is not limited to: use of your own TV or radio, loss of library, phone calls, having meals in the dining room, canteen privileges, etc.
4. Dorms – Loss of Dayroom includes the use of the phones, access to TV and the unit washer and dryer. After first receiving permission from staff, inmates are allowed to use the bathroom and unit showers. After 3 days of the sanction have passed, arrangements may be made through the unit Sgt. to use the unit washer and dryer once every 3-day period. Dormitory inmates are allowed to eat their meals in the dayroom while on this disciplinary penalty.

*If you receive a conduct report for excess allowable property (including personal photos and letters) and are found guilty, the hearing officer may destroy it as part of your disposition. You are responsible for maintaining all property limits.

R. Appeal of Conduct Reports

1. After the hearing is held, and you have received the disposition of the Adjustment Committee or Hearing Officer for a Conduct Report, you may appeal the decision, the sentence or both to the Warden.
2. You must follow these guidelines when filing an appeal of a Conduct Report to the Warden:
 - a. Obtain Form DOC-91, entitled “Appeal of A Contested Hearing” in your housing unit.
 - b. Fill out Form DOC-91 completely and send it to the Warden’s Office. Do not forget to include the Conduct Report number and date of disposition. APPEALS MUST BE SUBMITTED AND RECEIVED BY THE WARDEN’S OFFICE WITHIN 10 DAYS AFTER THE DATE OF THE HEARING OR RECEIPT OF THE DECISION.
 - c. State clearly and concisely on the appeal form exactly what you are appealing, and the reasons for the appeal. Include as much detail as you can, including names, institution numbers, and other identifying information of persons having information on the report.
 - d. Submit only one Form DOC-91 for the appeal of each Conduct Report.
 - e. Do not send a second appeal on a Conduct Report that you have already appealed to the Warden. The Warden has 60 days to respond to your appeal of a Conduct Report.
 - f. Do not submit an appeal of a Conduct Report that has not been acted upon by the Adjustment Committee or Hearing Officer. Submit your appeal after the

“The Key Ingredient to Your Success is You”

Committee or Hearing Officer has heard the Conduct Report and rendered a decision.

- g. The Warden's decisions are final on all appeals.

S. Referral for Prosecution – DOC 303.75 and DAI Policy 303.73.01

Any statutory crime committed by an inmate may be referred to local authorities for criminal prosecution.

T. Trading, Gambling, Bartering, Sweepstakes, Lottery

It is not permissible to give, receive, trade, barter, sell, buy, loan, borrow or exchange your state or personal possessions. Inmates are not permitted to participate in any type of sweepstakes, promotion, or any other type of activity which involves gaming or gambling, whether or not there is a cost to enter. Poker is specifically prohibited because gambling is the major objective of this card game.

U. Interviews with Staff

If you want to see a staff member, complete an Interview/Information Request form and put it in the appropriate mailbox located in the Rotunda that is labeled with the staff member's department. Be sure to state what staff member you want to talk to and why you want to see that staff person. The staff member will review your request. If a meeting is required, he/she may send a pass for you during your free hours. You are expected to tell the staff member in the request what free hours you have to see the staff member.

V. Information on Staff

Inmates are not permitted to have in their possession, information relating to the personal lives of staff. This policy includes, but is not limited to, staff telephone numbers, addresses or other records that could possibly be used to harass or embarrass staff.

W. Surveillance of Inmate Activities

Activities occurring anywhere on institution property may be monitored and recorded without inmate knowledge. Surveillance throughout the institution may be accomplished by use of electronic devices including audio and visual recordings. Through this type of surveillance, the institution will gather information on inmate activities that may jeopardize institution security. Information obtained may be used in any manner by the institution, Department of Corrections or Law Enforcement Authorities as deemed necessary. This may include, but is not limited to, Administrative, Due Process, Program Review, Parole Hearings, and Criminal Prosecution. See DAI Policy 306.00.01, available in the institution library.

“The Key Ingredient to Your Success is You”

CHAPTER 6. ADDITIONAL DOC PROCEDURES & RESOURCES

This manual provides information on various subjects considered most important to new inmates. The following list of references is provided to guide the inmate seeking information on topics that may be of greater interest as time progresses.

| SUBJECT | REFERENCE |
|---|------------------------|
| A. Adult Field Supervision | DOC 328 |
| B. Assault by Prisoner | DOC 303 |
| C. Escape | DOC 303 |
| D. Statutory Good Time | DOC 302 |
| E. Due Process – Conduct Reports | DOC 303 |
| F. Mandatory Release | DOC 302 |
| G. Parole | DOC 302 |
| H. Probation-Parole Revocation Procedures | DOC 331 |
| I. Sentence Computation/Credit | DOC 302 |
| J. Truth in Sentencing | WI Act 283, ss. 973.01 |

The information provided in this handbook is not intended to be all-inclusive of rules, policies and procedures that are in effect. Additional information, which may provide more detail on these and other subjects considered in this handbook, and on the rules of the DOC, DAI Policies (formerly known as Internal Management Procedures), Wisconsin DOC Administrative Code and GBCI Procedures, is available to all inmates in the GBCI Institution Library.

Inmates should take time to become familiar with additional institution procedures that are available in the institution library.

“The Key Ingredient to Your Success is You”

CHAPTER 7. PROBLEM-SOLVING GUIDE

The contents of this handbook should provide you with information to most of your questions or concerns, so before contacting a staff member with a question, you should utilize the contents of this handbook; however, there will be times when you may need to contact a staff person for information. This section is provided to assist you in resolving everyday problems that you may encounter. It will direct you to a place or person to contact in order to get answers to your questions or concerns. In most situations, the easiest way to solve a problem is in knowing who to contact.

It is important to follow the chain of command, and inmates should contact the appropriate staff person or department to address their questions, concerns or problems. If all attempts in contacting staff persons in the chain of command fail, and you have a legitimate grievance, you may file an inmate complaint. See Chapter 3, Section M and Chapter 8 of this handbook for additional information on the institution complaint process.

Contact Guide

ACCOUNTS:

Account statements, check preparation, incoming monies, disbursements, and orders: Inmate Accounts – Business Office; if matter remains unresolved, contact Financial Program Supervisor – Business Office; Inmate Compensation/Pay: Work area supervisor – if unresolved, Inmate Accounts - Business Office.

ADA:

To request consideration for accommodation under the Americans with Disabilities Act, forward your request in writing to an ADA Coordinator – Social Services Director or Restricted Housing Unit Supervisor.

ADVOCATES:

Due process hearings: Your assigned advocate. They are not attorneys and are not required to challenge your conduct report during your hearing.

ASSIGNMENTS:

Work assignments, voluntary/involuntary unassigned status: in writing to the Institution Reviewing Representative (IRR) or the Work Assignment Review Committee (WARC) – place written requests/questions in Rotunda mailbox labeled Security.

Education Assignments: place written requests/questions in Rotunda mailbox labeled Education.

ATTORNEY CONTACT:

Requests for telephone calls from attorneys: contact Records Office.

Attorney Visits: your attorney must contact the institution Records Office.

Information on notices of telephone court hearings: contact your Social Worker and/or Records Office.

BADGER STATE INDUSTRIES (BSI):

There are specific hiring requirements for Industries workers. If you wish to be considered for a job in Badger State Industries Textiles, you must submit an Interview Request form to that shop.

BIBLE STUDIES:

See Chapel.

CANTEEN:

Canteen purchases: Canteen Storekeeper. If unresolved, send written request to Financial Program Supervisor – Business Office.

“The Key Ingredient to Your Success is You”

NOTE** Problems or errors with an order must first be addressed with housing unit staff **immediately** at time of receipt. Refer to section on canteen in this handbook or institution policy GBCI Procedure 900.302.02.02 Canteen Ordering and Delivery for detailed information.

CHAPEL:

A variety of religious services and programs are available. Questions about or participation in religious services or programs, religious diets or chapel activities should be submitted in writing to the institution Chaplain.

CLEMENCY:

This must be addressed out of the institution directly to the Governor’s Office. You must send documents and correspondence to: Office of the Governor, Pardon Advisory Board, Room 115 East, State Capitol, P.O. Box 7863, Madison, WI 53707.

CLINICAL NEEDS:

See Psychological Services.

CLOTHING:

If you need state issued-clothing/boots exchanged, complete an Interview/Information Request Form with item(s) needed, amount, size, with verification from unit staff/officer’s signature and approval. Submit this information to the Bathroom Sergeant. Refer to information provided in this handbook in Chapter 5.

COLLEGE/CORRESPONDENCE CLASSES:

Information and questions on vocational education, technical college, university programs or correspondence courses: submit written request to Education Department.

COURT TELEPHONE CALLS:

See Attorney Calls. Information on notices of telephone court hearings: contact your Social Worker and/or Records Office.

CO-PAY:

Information and questions on Health Services co-pay fees: submit written request describing your concern to Health Services Manager.

CRISIS COUNSELING:

Immediate need for crisis counseling: contact your Unit Sgt. or Unit Officers. If you have a non-emergency need for crisis counseling, submit a DOC-3035B, Psychological Services Request (green form) to Psychological Services – Treatment Center.

DAILY BULLETIN:

Notices to inmates, teacher schedules, other daily or institution information is available on Channel 8 (inmate informational station) on your TV. Information is also posted in housing units and the institution library. If you cannot locate the information you need, contact your housing unit sergeant.

DENTAL:

Routine dental care or non-emergency care: submit a Dental Services Request (yellow form) to Health Services. Emergency dental care: contact your housing unit sergeant or officer who will contact Dental Services by telephone.

DIETS:

Medical Diet: If you have a dietary need due to a medical or health condition, submit a DOC-3035 Health Services Request (blue form) to HSU explaining your needs.

Religious Diet: If you have questions and concerns for a religious diet request or have a religious dietary need, submit a written request to the Chaplain.

EMERGENCY CONTACT FORMS:

To designate someone as an emergency contact (next-of-kin) or change the person you had previously listed as an emergency contact, submit the change of information in writing to the Visits Coordinator in the Treatment Center using a DOC-0851. Provide information on the change you are requesting – name, relationship, current address and phone number.

“The Key Ingredient to Your Success is You”

EMERGENCY MEDICAL NEEDS:

Emergency medical need/care: contact your housing unit sergeant or officer who will contact Health Services. If the situation does not meet the definition of an emergency, staff will instruct you to submit a Health Services Request (DOC-3035) to HSU.

EYE CARE (OPTICAL):

If you need routine eye care or other optical needs, submit a Health Services Request-DOC-3035 (blue slip) to HSU.

FOOD SERVICE:

Questions or complaints concerning Food Services: submit a written request to the Food Services Administrator. For an immediate concern, contact the on-duty kitchen staff available in your area.

FORMS:

The most frequently used DOC forms for inmates are available in your housing unit. Housing units have information posted on when forms are available. If a form is not available in your housing unit, contact your housing unit sergeant or officer to direct you on where to obtain a specific form.

HAIR CARE:

Routine haircuts (placement on the institution rotation list) and for other hair treatment: submit a written request to the Barber Shop. Place the request slip in the Education Office mailbox located in the Rotunda.

HEALTH SERVICES:

Routine health care needs: submit a Health Services Request (DOC-3035) to HSU. If you have a complaint, submit a written request form to the Health Services Manager.

HOBBY CRAFT/LEISURE TIME ACTIVITIES:

Review DAI Policy 309.36.01 Leisure Time Activities. If the policy does not answer your questions or concerns about hobby, approved materials, limits, etc., submit a written request to the Property Room.

HOBBY – COMPLETED PROJECTS:

Inmates are not permitted to keep completed hobby projects. Hobby items may be displayed for sale in the visiting room display case for 30 days – if not sold in that time period, they must be sent out or inmates may elect to destroy. All completed hobby projects must be sent out to someone on your visiting list within 30 days of completion of the project. All outgoing property will be sent out via commercial carrier. For details on this procedure, submit a written request to the Property Room. Also see vocational projects.

HOUSING UNIT PROBLEMS:

Problems within the cell hall/housing unit or matters relating to safety should be brought to the attention of your **Unit Sergeant** first, then to a Security Supervisor if the problem is not resolved. Personal safety of an urgent nature or matters dealing with security that have not been resolved by other attempts should be submitted to the Security Director – Security Office.

ID BADGES:

You must wear your ID Badge around your neck on the approved lace anytime you are out of your cell. See DAI Policy 306.00.06 Inmate Digital Photo Identification System

LAIP – LEGAL ASSISTANCE TO INSTITUTIONALIZED PERSONS:

Procedures for contacting LAIP can be found in the library.

If you would like to be placed on the waiting list to be seen by LAIP, send a request slip to the Records Office. LAIP offers guidance to resources and limited legal assistance to inmates at GBCI.

LAW LIBRARY:

For information on law reference materials, photocopies, law library passes, etc., submit a written request to the Librarian – Education Department. See DAI Policy 309.15.01 and GBCI Procedures 900.309.22.01, 900.309.22.04 and 900.309.22.06.

“The Key Ingredient to Your Success is You”

LEGAL LOANS FOR POSTAGE & SUPPLIES:

Information about and application for a legal loan: submit a written request to the Business Office.

LEGAL WORK:

Inmates are not permitted to carry or possess personal papers or property that belong to other inmates, except inmates may voluntarily assist other inmates in legal matters and may possess relevant legal materials of other inmates they are assisting. See DOC 309.155(5) and library procedures in this handbook.

LIBRARY:

Information or questions on books, magazines, newspapers, reference materials, or use of a typewriter should be directed to the Librarian – Education Department.

MAIL:

Questions or concern about a mail item: submit an Interview Request form to the Mailroom. If unresolved, submit a written request to the Mailroom Supervisor – Security Office.

MAINTENANCE REPAIRS:

Requests for repairs to beds, tables, toilets, sinks, etc., water problems, and requests for privacy curtains, mattresses or clotheslines in your cell should be directed to the housing unit sergeant.

MEDICAL COMPLAINTS:

Concerns and questions about services received or about an answer to a previous request: submit an interview request slip to HSU Manager (DOC-3035).

MEDICAL/ NURSING/PSYCHIATRIST ASSISTANCE:

Routine visits, information from medical or nursing staff, the need to see the psychiatrist, submit a Health Services Request slip to HSU (DOC-3035).

MEDICATION:

Medication refills: submit a DOC-3035C, Medication /Medical Supply Refill Request slip to HSU 5 days before you run out of your medication. If you have a white tear tag for your medication, send that along with the request slip. If you do not have the white tear tag, write the name of the medication you need. You may submit more than one refill on the same slip. Allow at least 3 to 5 days to receive your refill. If there is going to be a delay, nursing will notify you in writing. For all other questions about your medications, submit a DOC-3035 Health Services Request to HSU.

MENUS:

Menus are posted in the housing units and on Channel 8. Direct questions or concerns to Food Services Administrator.

MONEY DISBURSEMENTS:

Information on sending funds (money) to close family members: contact your Social Worker – Treatment Center.

MOVEMENT:

Inmate movement is controlled via a pass system. You are allowed a maximum of 5 minutes to travel from one location to another. No loitering or unauthorized stops are allowed.

NEWSPAPERS:

You may subscribe to a newspaper or read them in the institution library. The library maintains a variety of newspapers.

NOTARY SERVICES:

For notary services to inmates in general population and the Step/Transition Units, submit a written request to the Records Office – Treatment Center; for notary services to inmates in RHU, submit a written request to the RHU Social Worker.

OPEN RECORDS REQUESTS:

Open records request should be submitted to the Records Office Supervisor – Treatment Center.

“The Key Ingredient to Your Success is You”

PAROLE PLANNING:

Questions on release planning, program review referral/recommendation, or parole agent contacts: submit a written request to your Social Worker – Treatment Center.

PERSONAL SAFETY:

Personal safety concerns: if you want to be placed in Protective Confinement Status, submit a written request with details on reasons for your request to the Security Director – Security Office

PROGRAMMING:

Questions and concerns about participation in A&E recommended programming or program planning, submit a written request to your Social Worker – Treatment Center. Inmates in RHU, submit your requests to the Social Worker – RHU

PROGRAM REVIEW:

Questions and concerns about Program Review decisions or procedures: submit a written request to the Program Review Coordinator–Treatment Center. See Wisconsin Administrative Code DOC Chapter 302.

PROPERTY:

Questions and concerns about property: submit written request to the Property Room. For incoming personal property, first contact the retailer and have the package traced or tracked. The Property Room will not respond in writing for this type of request unless a tracking/tracing paper has been provided with request. For unresolved issues after taking proper steps, contact the Property Department Supervisor – Security Office in writing. For more details on property, DAI 309.20.03.

PROTECTIVE CUSTODY:

See Personal Safety.

PSYCHOLOGICAL SERVICES:

Treatment and referral needs for individuals with mental health and emotional problems and crisis intervention are available from Psychological Services staff. For additional information, submit a written request – DOC-3035B (green slip) to Psychological Services – Treatment Center.

RECORDS/FILE REVIEW:

Legal file: contact Records Office; Medical Records file: contact HSU Office Assistant; Psychological Services Records file: contact PSU Office Assistant; Education file: contact Education Office Assistant.

RECREATION:

Inmates are offered recreational facilities and equipment for active and passive recreational interests. Activities being offered will depend on the season and the weather. For information on the times and days for your recreation schedule, check with your housing unit staff. Questions and concerns not addressed in the handbook: submit a written request to the Recreation Department.

RELEASE ACCOUNTS:

Release accounts are established for all inmates in accordance with DOC Administrative Code 309.466 and DAI Policy 309.45.02, Inmate Trust Account System. Deductions from all incoming monies, including institution compensation, will automatically be taken at the rate of 10% of all money received until \$5,000 is accumulated. Deposits to this account are made in accordance with DAI Policy 309.45.02. Trust account statements are issued to each inmate every 2 weeks. Questions and concerns on your account should be directed to the Business Office – Inmate Accounts.

RELEASE SAVINGS ACCOUNTS:

Inmates may deposit release account funds into an interest-bearing release savings account. This account requires a minimum opening deposit of \$50. All subsequent deposits must be at a minimum amount of \$20. Deposits are made on the third Wednesday of each month. Interest is compiled and posted quarterly. Questions and concerns on your account should be directed to the Business Office – Inmate Accounts.

“The Key Ingredient to Your Success is You”

REGULAR SAVINGS ACCOUNTS:

Inmates may deposit regular account funds into an interest-bearing regular savings account. This account requires a minimum opening deposit of \$50. Deposits and withdrawals are made the third Wednesday of each month with a minimum of \$20 per transaction. Interest is compiled and posted quarterly. Questions and concerns on your account should be directed to the Business Office – Inmate Accounts.

RELIGIOUS COUNSELING:

A variety of religious services and programs are available. See Chapel.

SCHOOL:

Questions and concerns about school enrollment, schedule changes, TABE & HSED testing, vocational education, technical college or university programs: send a written request to the Education Department.

SCHOOL COMPENSATION/PAY:

Questions and concerns about student compensation/pay should be submitted in writing to the Education Department. If issues are unresolved, submit a request in writing to the Business Office – Inmate Accounts.

SECURITY ISSUES:

Questions and concerns about personal safety or security issues should be discussed with housing unit staff first. If the issue is not resolved, submit a written request with detailed information to the Security Director – Security Office.

RESTRICTED HOUSING UNIT:

Questions and concerns for inmates in segregated status should be submitted in writing to the Restricted Housing Unit Supervisor.

RHU RELEASE DATES:

Questions and concerns about restricted housing unit release dates should be submitted in writing to the Restricted Housing Unit Supervisor.

SURCHARGES:

Questions and concerns for surcharges on your accounts: submit a written request to the Business Office – Inmate Accounts.

VISITING LISTS:

To make additions, removals, address changes, status changes, or questions concerning your visiting list: submit a written request to the Visits Coordinator – Treatment Center.

VISITS – HANDICAP:

To make arrangements for a special visit for a handicapped person, have your visitor call the institution at: (920) 436-3224 **at least 2 working days before the visit** in order to schedule a visit date and time. Space is limited and requests are filled based upon space availability and inmate status.

VISITS – RESTRICTED HOUSING UNIT:

To make arrangements for a restricted housing unit visit, have your visitor call the institution at: (920) 436-3262 **at least 2 working days before the visit** in order to schedule a visit date and time. Space is limited and requests are filled based upon availability and inmate status.

VOCATIONAL - COMPLETED PROJECTS:

Inmates are not permitted to keep completed vocational projects. All completed vocational projects must be sent out to someone on your visiting list within 30 days of completion of the project. All outgoing property will be sent out via commercial carrier. The only exception to this rule will be vocational projects that are too large or heavy to be sent by commercial carrier and this will be determined by commercial carrier regulations. For such items, visitor pick up may be arranged for items too large or heavy for commercial carrier shipping. Pick up must occur during designated hours (9 a.m. – 3 p.m.), Monday – Friday at the Processing Center.

“The Key Ingredient to Your Success is You”

VOLUNTARY CONFINEMENT:

See Personal Safety or Protective Confinement.

WATCH BATTERIES:

Watch batteries are exchanged at the Property Room. For complete information on purchasing or exchanging watch batteries, submit a written request to the Property Room.

WORK ASSIGNMENTS:

Questions and concerns about work assignments should be submitted in writing to the Institution Reviewing Representative (IRR) or the Work Assignment Review Committee (WARC) by placing your written request in the Rotunda mailbox marked Security. Review the daily bulletin and postings for current open positions. Submit a written request to the hiring supervisor in that specific department for more information. There are specific hiring prerequisites for industry workers positions. If you wish to be considered for a position in BSI, submit a written request form to BSI.

CHAPTER 8. PROBLEM-SOLVING RESOURCES CHART – ICE

***Problem-Solving Resources Chart
Green Bay Correctional Institution***

Inmates must follow the chain of command as listed on this chart to address questions and issues by contacting the listed staff member(s) pursuant to § DOC 310.09(4), Wis. Adm. Code. You must start at the first level related to your issue before going to the second level and must indicate when and who you contacted, as well as the response received. If you do not receive a response from the first level staff member after a reasonable amount of time (5 working days), you may proceed to the second level (if one is listed). Failure to follow this chart and/or sending requests to multiple staff about the same issue at the same time may result in a delay of your issue being addressed.

All listed levels must be exhausted before filing an inmate complaint. **As a reminder**, § DOC 310.09(6) requires a complaint be filed within **14 calendar days** after the initial occurrence giving rise to it. If you file a complaint, please document your efforts to contact the appropriate individual and indicate what their response was and provide all documents to substantiate your claim. Use this chart in conjunction with the Problem-Solving Guide – Chapter 7, Contact Guide in your Inmate Handbook. The Guide provides more detailed information for inmates in resolving everyday problems.

This list is not all-inclusive and in accordance with DOC 310.09(4) the ICE Office, prior to accepting a complaint, may direct an inmate to attempt to resolve a specific issue by contacting a specific staff member.

| RESOURCE | 1 ST LEVEL | 2 ND LEVEL |
|---|---------------------------------|--|
| Accounts – orders, disbursements, check preparation, incoming monies, savings | Inmate Accounts/Business Office | Financial Program Supervisor/Business Office |
| Accounts – inmate compensation/pay | Work or School Area Supervisor | Inmate Accounts/Business Office |
| Staff Representatives | Security Office | Security Director |
| Attorney Calls | Records Office | Records Office Supervisor |
| Badger State Industries/Related Issues | Shop Supervisor | BSI Supervisor |

“The Key Ingredient to Your Success is You”

| RESOURCE | 1 ST LEVEL | 2 ND LEVEL |
|--|--|--|
| Barber | Barber Shop Teacher | Education Director |
| Birth Certificates | Social Worker | Unit Supervisor |
| Canteen | Canteen Staff | Financial Program Supervisor/Business Office |
| Classification (PRC Issues) | Social Worker | Offender Classification Specialist |
| Clothing, State-issued | Laundry/Bathroom Sergeant | Bath House Supervisor |
| Correspondence Courses | Guidance Counselor | Education Director |
| Dental (Related Issues – Co-pay) | Dental Staff | HSU Manager |
| Diets - Medical | Food Service Manager | HSU Manager |
| Diets - Religious | Food Service Manager | Chaplain |
| Disability Accommodations or Concerns | ADA Coordinator | N/A |
| Disbursements to Family Members | Social Worker | Unit Supervisor |
| Education (including related problems) | Guidance Counselor | Education Director |
| Emergency Contact Forms | Social Worker | Unit Supervisor |
| Extended Visits | Visiting Room Officer | Shift Captain |
| Food Service Issues | Food Service Supervisor | Management Services Director |
| Hobby | Property Hobby Officer | Hobby Lieutenant |
| Housing Assignment | Unit Sergeant | Housing Unit Supervisor |
| Housing Unit Repairs | Unit Sergeant | Unit Supervisor |
| Housing Unit Issues | Unit Sergeant | Unit Supervisor |
| LAIP | Records Office | Program Supervisor |
| Law Library | Librarian | Education Director |
| Legal Loans | Business Office Financial Specialist | Business Office - Management Services Director |
| Library | Librarian | Education Director |
| Meals | Unit Sergeant | Food Service |
| Mail | Mailroom Sergeant | Mailroom Supervisor |
| Medical Co-pay Fees | HSU Manager | N/A |
| Medical Concerns | HSU Manager | N/A |
| Musical Instruments | Property Hobby Officer | Hobby Supervisor |
| Notary Service – General Population | ICE Office | N/A |
| Notary Service – Restricted Housing Unit | Social Worker /Restricted Housing Unit | Restricted Housing Unit Supervisor |
| Open Records Requests | ICE Office | Warden |
| Optical | HSU Program Assistant | HSU Manager |
| Parole | Social Worker | Social Services Director |
| Pastoral Visits | Chaplain | Social Services Director |
| Programs | Social Worker | Social Service Director |
| Property – General Population | Property Room Sergeant | Property Supervisor |
| Property – Restricted Housing Unit | Restricted Housing Unit Property Officer | Property Supervisor |
| Psychological Services | Your Assigned PSU Staff/Caregiver | PSU Supervisor |
| Records Review – Clinical Services | Office Assistant/Clinical Services | PSU Supervisor |
| Records Review - Education | Office Assistant/Education Office | Education Director |
| Records Review – HSU | Office Assistant/Health Services | HSU Manager |
| Records Review – Legal File | Records Office | Records Office Supervisor |
| Records Review Social Service File | Records Office | Records Office Supervisor |
| Recreation | Recreation Leader | Program Supervisor |
| Release Clothing Orders | Store | Business Office – Inmate Accounts |

“The Key Ingredient to Your Success is You”

| RESOURCE | 1 ST LEVEL | 2 ND LEVEL |
|---|------------------------------------|------------------------------|
| Religious Issues | Chaplain | Program Supervisor |
| Retail Orders | Inmate Accounts/Business Office | Financial Program Supervisor |
| Security Staff – General Population | Shift Lieutenant/Captain | Security Director |
| Security Staff – Restrictive Status Housing | Program Supervisor | Security Director |
| Restrictive Status Step Program | Restricted Housing Unit Supervisor | Security Director |
| Sentencing Information | Records Office | Records Office Supervisor |
| Shoes, State-issued | Bathroom/Laundry Sergeant | Bath House Supervisor |
| Special Placement Needs | Social worker | N/A |
| Special Visits | Social Worker | Program Supervisor |
| Telephone Problems – Dorms | Unit Sergeant | Program Supervisor |
| Telephone Problems – Recreation | Recreation Leader | Program Supervisor |
| Veterans Group | Social Worker | Program Supervisor |
| Visiting Area | Visiting Room Officer | Visits Lieutenant |
| Visiting Issues/Related Problems | Visits Lieutenant | N/A |
| Visiting List | Visiting Coordinator | Assigned Social Worker |
| Voluntary Confinement – Personal Safety | Security Director | N/A |
| Voluntary Confinement – Work/School Assignment Related (90-day placement) | Work Assignment Lieutenant | N/A |
| Work Assignments | Work Assignment Lieutenant | N/A |

CHAPTER 9. GBCI HANDBOOK: UPDATES/INMATE RESPONSIBILITY

Changes and revisions to Administrative Rule, DAI Policies, and institution procedures is an ongoing process. Notices of change in policy and procedure will be provided by the institution to inmates via Channel 8, posted notices in housing units, disbursed directly to inmates in the Restricted Housing Unit and posted in the institution library. It is the inmate’s responsibility to be aware of changes in policies and procedures as notices are provided and to comply with these changes. In order to keep this handbook as up-to-date as possible, inserts will be provided on a routine basis to inmates. These inserts are to be placed after the last page of your handbook and will reference the section and page number of your handbook where the changes apply. It is your responsibility to maintain your handbook in good condition and insert the updates into your handbook as provided by the institution.

Damage to Handbooks: Inmates who damage or alter the condition of their handbook will be held responsible for reimbursement to the institution for any damage incurred. Inmates are also responsible for the condition of the DOC 303 Handbook, the DAI Sexual Abuse/Assault Handbook and any other state-issued handbooks you have received and will be held responsible for reimbursement for any damage incurred.

Words from the Warden:

I have had the opportunity to speak to a number of groups and I usually let you know that the first thing you need to understand is that neither I nor my staff put you here. There was a judge, jury or agent that decided you belonged in prison. You were sent here as punishment, not for punishment. Being here, which removed you from your freedom, is the punishment. Staffs are not here to punish you, but to insure the

“The Key Ingredient to Your Success is You”

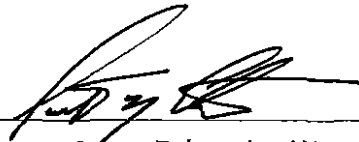
institution runs safely for everyone. After having said that, there needs to be rules to maintain order and a safe operation.

Your ability to abide by the rules and engage in appropriate behavior will be one of the indicators used for future movement through the Department of Corrections. As you move through the system, and the level of responsibility increases, you will notice in many cases there are more rules and regulations. With more privileges comes more responsibility. The ideal is for each inmate to continue to demonstrate personal responsibility and earn his way to lower security. During your stay, you have the opportunity to prepare yourself for a successful return to the community. When you are offered an opportunity, I urge you to take advantage of it.

Your job is to comply with the rules, policies and directions provided to you. I do not expect that you will like them all, but following the rules is your responsibility. If you have questions about a particular rule, ask a staff member. As you are probably well aware, failure to comply with the rules may result in discipline. Serious issues will be referred to the District Attorney for prosecution.

DATE: 5-23-17

APPROVED BY: _____



Scott Eckstein, Warden
Green Bay Correctional Institution

GBCI

Restrictive Housing

HANDBOOK

June 2016

GBCI Restrictive Housing Handbook
April 2016

TABLE OF CONTENTS

| | |
|---|-------|
| Administrative Confinement (AC) Status | 8 |
| Admission..... | 3 |
| Books..... | 12 |
| Calendars | 13 |
| Canteen | 13 |
| Cells..... | 3 |
| Cell Cleaning and Garbage | 3 |
| Chain of Command Information | 27 |
| Chaplain Services | 11 |
| Clocks..... | 14 |
| Clothing/Linen | 20 |
| Conduct Regulations..... | 4-5 |
| DOC Administrative Code 303 | 29-46 |
| Earbuds | 14 |
| Electronics..... | 22 |
| Haircuts/Beard Shaving | 9 |
| Health Services Requests/Medication | 10 |
| In-Cell Fitness Program | 17-19 |
| Inmate Communication Responsibilities | 3-4 |
| Inmate to Inmate Legal Routing | 16 |
| Institution Complaint Examiner (ICE) Procedures | 11 |
| Introduction..... | 1 |
| Law Library Procedures..... | 16 |
| Legal Mail..... | 15 |
| Legal Materials..... | 16 |
| Meals..... | 5 |
| Non-legal Mail | 15 |
| Notary Services..... | 11 |
| Orientation..... | 3 |
| Personal Property | 26 |
| Phone Calls | 14-15 |
| Postage/Mail..... | 15 |
| P.R.E.A..... | 1-2 |
| Programs and Privileges..... | 12 |
| Programs/Groups in Restrictive Housing..... | 21-23 |
| Property Limits | 24 |
| Property | 24-26 |
| Psychological Services Requests | 10-11 |
| Radio | 13 |
| Recreation | 17 |
| Release from Restrictive Housing | 21 |
| Services for Inmates | 9 |
| Showers..... | 19 |
| Step Program | 6-7 |
| Supplies..... | 20 |
| Visiting | 20-21 |
| Words from the Warden..... | 28 |

GBCI RESTRICTIVE HOUSING

INTRODUCTION

Inmates may be placed in the Restrictive Housing for TLU (Temporary Lock Up), Observation, Administrative Confinement (A/C), Controlled Separation, Protective Confinement (P/C), and/or Disciplinary Separation (D/S). This handbook provides you with a copy of the special rules and procedures for inmates in various Restrictive statuses.

There are seven sections in this handbook. They are:

- I. Restrictive Housing Protocols
- II. The Step Program/Administrative Confinement
- III. Services for Inmates
- IV. Programs and Privileges
- V. Property
- VI. Chain of Command Information
- VII. DOC 303

This handbook is not intended to be all-inclusive. Please read both the handbook and the Administrative Code DOC 303 very carefully, as you will be required to comply with all rules and regulations. If you are unsure about any of these rules and procedures, please contact a staff member. Any damage to this handbook may result in a conduct report and restitution in the amount of \$3.00.

PREA

Sexual Abuse/Assault Prevention and Intervention – DOC 303.13, 303.14, 303.15, 303.26

The Prison Rape Elimination Act (PREA) of 2003 was enacted by Congress to address the problem of sexual abuse by persons in the custody of U.S. correctional agencies. PREA addresses all types of sexual assault in prisons, but its main focus is to eliminate inmate-on-inmate sexual assaults. All correctional agencies in the nation, including Wisconsin, must follow the provisions of PREA.

The Wisconsin Department of Corrections does not tolerate any type of sexual misconduct involving inmates or staff. Wisconsin Administrative Code DOC prohibits sexual intercourse, contact or conduct between inmates. Violations will result in disciplinary sanctions as outlined in DOC 303. Inmate-on-inmate assault will also be prosecuted according to applicable provisions of Wisconsin Statutes. Sexual assault between staff and inmates violates DOC policy as well as Wisconsin Statutes. Violators are subject to Departmental discipline as well as prosecution punishable by prison sentence and fines. It is important to report an incident of sexual misconduct in a timely manner. You should inform a staff member if you have been sexually assaulted, threatened or are being solicited for sexual activity, or you may file an inmate complaint. Additionally, a PREA hotline has been set up for inmates for reporting instances of sexual assault. Inmates can access the hotline by dialing #777 to speak with WI DOC staff. Inmates can also dial #888 to report outside of the WI DOC. The number is posted near all telephone locations. Inmate callers will be required to self-identify (using their six digit W-DOC number) and will be prompted to provide specific information in the voice mail message. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials. All allegations of sexual assault will be treated seriously. Any statement

by an inmate, staff member or others alleging sexual contact/assault shall be reported to the Warden. An internal investigation of the assault will proceed whether or not a law enforcement investigation takes place. Violations of Administrative Code may result in disciplinary action.

All inmates have been issued a booklet entitled "Sexual Abuse/Assault – Prevention and Intervention." All inmates are required to retain this booklet.

SECTION I.

RESTRICTIVE HOUSING PROTOCOLS

ADMISSION

Upon being admitted to Restrictive Housing, you will receive 1 toothpaste, 1 toothbrush, 2 bars of soap, 3 rolls of toilet paper, 2 pen inserts, and this handbook. You will also receive a set of earbuds that will be delivered to you by Restrictive Housing Property Officer with your allowable TLU property. You will also receive two sheets, one pillow case, two blankets, one towel and one washcloth. You will also receive one Health Services Request, one Psychological Services Request, one Dental Services Request, two Interview Request slips, a book list, a book order form and a calendar. You will be issued personal property items consistent with your status as soon as possible upon your arrival to the Restrictive Housing.

Inmates who are new to Restrictive Housing will receive an orientation to the unit from RH staff. They will also be reviewed and assigned a Step. Inmates may start at any Step as determined via the review system. Inmates will then be reviewed every 30 days thereafter to determine whether or not they will promote, demote or remain in the same Step. Any questions regarding your Step Status should be directed to the Restrictive Housing Unit Manager.

CELLS

Cells are equipped with a sink, commode, light, bunk, mattress, and pillow. Each inmate is responsible for the proper working condition of all cell equipment, as well as cleanliness. An inspection will be conducted when an inmate moves into a cell and when he leaves. The results of the cell inspection will be documented on a Cell Inspection Card. Inmates will sign the card when assigned to a cell.

There is a light switch so inmates can turn the bright light on or off. There is also a dim safety light in each cell which remains on at all times so staff can ensure the safety of inmates. There is also a light switch outside of the cell for staff to use to turn on the bright light in the cell for various needs.

CELL CLEANING AND GARBAGE

Inmates are to maintain their cell in an orderly manner, including cleaning of the floor, walls, and other objects in the cell. Cell cleaning and sanitizing will be done Saturdays on second shift. A hand broom & dustpan are available upon request. The officer will apply a disinfectant cleaner to a cleaning cloth during the designated cleaning day. This is the appropriate time to clean and disinfect the food port on your door should you choose to do so. Toilet brushes are also available upon request at the time of cell cleaning. The food port on your door will be closed until you are finished cleaning and the officer is ready to pick up the cleaning supplies. Trash will be dumped when staff retrieves cleaning supplies from your cell.

INMATE COMMUNICATION RESPONSIBILITIES

1. Call buttons in cells are to be used for MEDICAL/MENTAL HEALTH EMERGENCIES ONLY.
2. All other questions are to be directed to staff as they make rounds.
3. Talking shall be done in a conversational tone only.

4. Disruptive conduct (i.e., yelling, kicking, banging on door, singing, etc.) will not be allowed at any time.

CONDUCT REGULATIONS

1. Inmates housed in Restrictive Housing will undergo a complete strip search when entering and prior to leaving the unit. Additional searches may be directed by a supervisor.
2. All cells will be searched a minimum of once per month, in accordance with institution guidelines.
3. Personal searches will be performed whenever you leave your cell.
4. You may not pass, or ask staff to pass, any items to another inmate at any time. Items found in the hallway/recreation area will be considered garbage and will be disposed of accordingly.
5. GBCI staff will not pass inmate personal property to other inmates.
6. You may not put anything on or in the cell windows, door, walls, window sill, lights, vents or shower. You may hang pictures/ calendar on the bedside of the shower wall only.
7. You may not write on the cell walls, ceiling, floor, desk, etc.
8. You are allowed to cover your eyes while you sleep. You may purchase a sleep mask for this purpose or use something else (i.e., washcloth). However, you must ensure that some part of your skin is showing at all times.
9. Removal from cells:
 - a. Staff will inform you why you are coming out of your cell.
 - b. Your cell light will be turned on (inside or outside switch).
 - c. You will be instructed to place the palms of both hands on the cell window and keep them there until instructed to remove them.
 - d. The food port will be opened and you will be instructed to place your hands out of the trap.
 - e. You will remove your hands from the cell window, turn around and place your hands out of the trap so you can be restrained behind the back (unless directed otherwise).
 - f. Restraints will be applied to your wrists and double locked.
 - g. The cell door will be opened.
 - h. You will step out of the cell and face the wall. Staff will place "hands on" to assist you to your knees for the placement of ankle restraints.
 - i. While you are kneeling, staff will place leg restraints on your ankles and double lock them.
 - j. Staff will assist you to your feet, pat search you and escort you to your destination.
10. Inmates who are placed on a "Back of Cell / Kneel Down" restriction will be required to do the following prior to the food port being opened:
 - a. Go to the back of the cell.
 - b. Enter the shower area and face the back wall.
 - c. Kneel down so that both knees and both feet are on the ground.
 - d. Place both hands on the back of the head and interlock the fingers.
 - e. Cross the ankles so that one ankle is on top of the other ankle.

- f. Remain in this position until your food port has been re-secured.
11. Other restrictions: (Items removed for restrictions will be inventoried and placed into the Restrictive Housing Property Room.)
- a. Loss of Container - You will be allowed 2 soap packets on shower day. State issued toothpaste will be provided during med pass into a disposable cup.
 - b. Loss of Pen - You will be issued 1 crayon. You must turn in the 'stub' to exchange it for a new one. You will be allowed to use a pen for legal work that requires ink or signatures.
 - c. Loss of Paper - If you are on loss of paper for longer than 7 days you can request to be removed from your cell once per week, on Saturdays, for a period of one hour to write requests to PSU, HSU, DSU and ICE.
 - d. Loss of Books - All publications will be removed.
 - e. Loss of Recreation- Lengths will vary with dispositions.
 - f. Rubber Tray - You will be served meals on a rubber tray for misusing or refusing to return the 'block' tray to staff after meals.
 - g. Bag Meal - You will be placed on a bag meal if you are on loss of container or any special circumstances decided by the Security Director/designee.
 - h. Nutra loaf - Violating your Bag Meal or Rubber Tray restriction will result in you being placed on a nutra loaf restriction.
 - i. Loss of Phone- Lengths will vary with dispositions.

MEALS

1. Meals will normally be served at approximately the following times (times will vary):
Breakfast 7:00 a.m. Lunch 10:15 a.m. Dinner 3:30 p.m.
2. The meals will be served to you in your cell. You will be provided 1 juice and 2 milks with breakfast; 1 milk with lunch and dinner. No storage of food items or utensils is allowed in your cell.
3. You will be given approximately 10 minutes to eat once the last inmate on your wing has received his tray.
4. You must return all items not consumed, when staff pick up trays (tray, utensils, milk carton, etc.).
5. Special Diet/ Religious meals will be honored in Restrictive Housing.

SECTION II.

STEP PROGRAM

Each inmate will be assigned a step, and privileges will be as follows:

TLU / STEP 1

- | | |
|-----------------------------------|---|
| 1. Recreation..... | 2 (2 hour periods) per week |
| 2. Visits – Televisits..... | 4 (1 hour) visits per month (1 per week) |
| | TLU – TLU Inmates can have 1 visit during the week and 1 visit on the weekend |
| 3. Canteen | Consistent with allowed limits |
| 4. Books | 2 per week upon request from the unit library |
| 5. Earbuds for radio system | 1 set |
| 6. Program Participation..... | Subject to availability and screening |
| 7. Phone Calls..... | TLU status, 1 phone call per week |
| | Step 1, 1 phone call per month |

STEP 2

- | | |
|-----------------------------------|---|
| 1. Recreation..... | 2 (2 hour periods) per week |
| 2. Visits – Televisits..... | 6 (1 hour) visits per month |
| | (not to exceed 2 per week) |
| 3. Canteen | Consistent with allowed limits |
| 4. Books | 3 per week upon request from the unit library |
| 5. Earbuds for radio system | 1 set |
| 6. Program Participation..... | Subject to availability and screening |
| 7. Phone Calls..... | 2 per month |

STEP 3

- | | |
|-----------------------------------|--|
| 1. Recreation..... | 2 (2 hour periods) per week, and if time permits |
| 2. Visits – Televisits..... | 2 (1 hour) visits per week |
| 3. Canteen | Consistent with allowed limits |
| 4. Books | 4 per week upon request from the unit library |
| 5. Earbuds for radio system | 1 set |
| 6. Program Participation..... | Subject to availability & screening |
| 7. Phone Calls..... | 3 per month, 15 minutes in length |
| | 500 wing inmates will be offered 4 calls per month, 1 each weekend |
| 8. Property | Consistent with unit placement |

Inmates who achieve Step 3, or are in Protective Separation (P/S), Administrative Confinement (AC) status may be moved to the 500 wing. Inmates on the 500 wing are afforded more privileges. This is designed to provide an incentive for inmates to maintain appropriate behavior in Restrictive Housing and assist in transitioning back to general population. The additional privileges on the 500 wing include:

- Electronics are allowed
- Phone calls are offered every weekend
- No ankle restraints

Movement to the 500 wing is not automatic. Several factors are considered when deciding whether or not a Step 3 inmate can move to the 500 wing. These factors include but are not limited to:

- Seriousness of rule violation
- Conduct report history
- Behavior while in Restrictive housing
- Overall attitude
- Willingness to move to general population

Inmates may get out of Restrictive Housing prior to their recommended release date; however, **it is not automatic that inmates will be released from Restrictive Housing after serving only half of their disposition. In other words, "half-time" is not an automatic right. Your recommended release date is based on a variety of factors and some inmates may not be released from Restrictive Housing early. Your Restrictive Housing release date is recommended by the security director and finalized by the warden. Factors considered when determining the recommended release date from Restrictive housing are:**

- Seriousness of rule violation
- Conduct report history
- Overall attitude
- Behavior while in Restrictive Housing
- Participation in groups and the New Freedom In Cell Program

Taking advantage of other opportunities for positive change

Inmates are encouraged to exhibit good behavior in Restrictive Housing in order to increase the possibility for Step promotion, movement to the 500 wing and/or early release from Restrictive Housing.

ADMINISTRATIVE CONFINEMENT (AC) STATUS

Administrative Confinement status may be imposed by the Administrative Confinement Review Committee (ACRC) when there is a serious threat to life, property, self, staff, other inmates, or the security of the institution. AC inmates will be reviewed by the ACRC regularly, per Wisconsin Administrative Code DOC 308.

A variety of factors may be considered for placement in AC which will include but are not limited to:

- Any inmate that poses a substantial probability of causing physical harm to himself or others
- Behavior or history of homicidal, assaultive or other violent behavior or by an attempt or threat to cause harm
- If an inmate's presence in the general population poses a substantial risk to another person, self, or institution security
- If an inmate's activity gives a staff member reason to believe that the inmate's continued placement in general population will result in a riot or disturbance
- If an inmate has been identified as having an active affiliation with a Security Threat Groups or street gang or there are reasonable grounds to believe that the inmate has an active affiliation with a Security Threat Group or street gang and there is reason to believe that the inmate's continued presence in the general population will result in a riot or disturbance.

The ACRC will make recommendations regarding possible release from AC. Some considerations for removal from AC will include but are not limited to:

- Positive behavior, including a lack of major conduct reports
- Participation in the in-cell New Freedom Program
- Participation, if appropriate, in individual and group therapy as identified by Psychological Services
- Participation in other programs that are offered
- Taking advantage of other opportunities for positive change

Inmates in AC status will not participate in the Step Program.

Appeal forms for the ACRC decision may be obtained from the supply cart.

SECTION III.

SERVICES FOR INMATES

HAIRCUTS/BEARD SHAVING

1. Only inmates in Disciplinary Separation, Protective Confinement, Administrative Confinement and TLU will be allowed to sign up for haircuts/ beard shaving. An Interview Request form must be submitted to the Restrictive Housing Office Operations Assistant (Restrictive Housing OOA); who will add your name to the haircut list. If you do not write to the Restrictive Housing OOA and/or your name is not on the haircut list, you will not get a haircut for the month.
2. Only one haircut/beard shave per month is permitted.
3. Inmates will be placed in full restraints and remain restrained to the cell door, sitting in a chair in front of the cell during the haircut.
4. There are three types of haircuts allowed in restrictive housing:
 - a. Short haircut: Oster Clipperhead #0000
 - b. Medium Haircut: Oster Clipperhead #1
 - c. Long Haircut: Oster Clipperhead #3 ½
5. Inmates may only use one clipperhead for each haircut (no combinations in the same haircut). They may, however, choose one clipperhead for the haircut and another clipperhead for the beard trim.
6. Lines, designs, trims, or special hair cutting or shaving requests are not permitted.
7. Haircuts will be done on Saturdays – time and staff permitting. One wing per Saturday will receive haircuts:

200 Wing + Cell 608 – 1st Saturday of the month
300 Wing + Cell 609 – 2nd Saturday of the month
400 Wing + Cell 617 – 3rd Saturday of the month
500 Wing + Cell 618 – 4th Saturday of the month
There will be no haircuts if there is a 5th Saturday of the month
8. Inmates on the list for a haircut who have been placed in Observation, Controlled Separation, or have been moved to another wing will not receive a haircut and must wait until the following month to resubmit a request for this service.
9. There will be no special haircuts for court appearances or pending releases.
10. Inmates who choose to braid their hair may have no sculpting designs, numbers, letters, symbols, initials, etc., braided into their hair. If braided, the entire head must be braided.

Additionally, inmates being transported into Restrictive Housing or out of the institution for any reason are required to remove any braids prior to departure.

11. Razors are not permitted in restrictive housing. Razorless shaving cream may be purchased from canteen.

HEALTH SERVICES REQUESTS / MEDICATIONS

1. You are required to fill out a Health Service Request (blue slip) form for sick call. The request will be picked up with the daily mail after 9:00 p.m. Be sure to include your cell number on the form.
2. Forms are available from the supply cart on Tuesdays, second shift.
3. The Co-Pay Policy applies to inmates in Restrictive Housing. The fact that you are in Restrictive Housing does not exempt you from the Co-Pay policy.
4. HSU staff may screen inmates at their cells.
5. Medication will be delivered at scheduled times. It is the inmate's responsibility to take the medication as prescribed and at the prescribed time.
6. Controlled Medication / Non-Controlled Medication will be issued at the times noted on the medication card. To receive medications, turn the cell light on, fill your cup and come to the cell front. The medication will be dispensed into a paper cup. Take the medication and drink your cup of water. Show the officer inside your mouth, lifting the tongue and showing open hands and the inside of your water cup. Return the empty cup to the officer.
7. AM medication will be passed before the breakfast meal. Noon medication will be passed after the lunch meal. PM medication will be passed after the supper meal. Crackers WILL NOT be issued with any of these medications. HS medication will be passed at approximately 8:00 p.m. Upon request, ONE package of crackers will be issued with the HS medications.
8. You may purchase Tylenol or Ibuprofen from canteen. It will be marked with your name, DOC # and placed on the medication cart. The issuance of crackers with over the counter medications remains the same as prescription medications (none at the AM, Noon, or PM passes, ONE package at HS).
9. Ointments, creams, etc. may be kept in the cell as determined by HSU and/or Security, providing the containers meet Restrictive Housing standards.
10. Special needs (HSU Restrictions) will be verified before being implemented, i.e., Medical Ice, Extra Pillow, Extra Mattress, Extra Showers, etc.

PSYCHOLOGICAL SERVICES REQUESTS

1. You are required to complete a Psychological Services Request (green slip) if you wish to speak with a psychologist. Be sure to include your cell number on the form.
2. Forms are available from the supply cart on Tuesdays, second shift.

3. PSU staff may screen inmates at their cells.
4. If you believe you have an issue that needs immediate attention, contact your wing officer. He/she will ask some general questions and forward your issue to the appropriate personnel.

INSTITUTION COMPLAINT EXAMINER (ICE) PROCEDURES

Inmate Complaint forms and envelopes are available on the supply cart and inmates may request four of each per week. Forms and envelopes are to be used for complaint purposes only.

NOTARY SERVICES

Notary services are provided in Restrictive Housing. Submit an Interview Request to the Restrictive Housing Social Worker. If you have a legal deadline for something that needs to be notarized, you must submit your request several working days in advance. Notary services will not be provided on demand; notary services are provided as time permits.

It is important to note that not all materials need to be notarized. The Notary Public will follow Administrative Directives in determining which items require a notary signature.

CHAPLAIN SERVICES

Generally, the Chaplain makes rounds of the unit at least twice a month. If you would like to speak with him, you are encouraged to do so when he is available.

SECTION IV.

PROGRAMS AND PRIVILEGES

BOOKS

1. Soft-covered books and magazines are permitted (no staples).
2. You are permitted to have up to eight personal soft cover books. Religious texts and dictionaries count toward this total. The religious text book must be one that you had in your possession while in general population; you cannot order one from a vendor while in Restrictive Housing.
3. You will be permitted institution books according to your status (these are in addition to personal books):

| | |
|-----------|---|
| Step 1: | 1 Religious Text; 2 library style books, per week |
| Step 2: | 1 Religious Text; 3 library style books, per week |
| Step 3: | 1 Religious Text; 4 library style books, per week |
| A/C, P/C: | 1 Religious Text; 4 library style books, per week |
| TLU: | 1 Religious Text; 2 library style books, per week |

If you do not have a personal religious text, you may request one from the third shift sergeant indicating the religious text of your preference (Bible, Koran, Book of Mormons, etc.). It will be delivered to you in a reasonable time on a first-come, first-serve basis. You will be allowed to keep this text for your time in Restrictive Housing.

4. The process for obtaining books from the book cart is as follows:
 - Fill out a book request form.
 - Place your name, number, cell number, and current step on the form.
 - You will receive the allowable number of books as determined by your step.
 - You will turn in the book request to any wing officer by 8:00 pm on Friday nights. All requests received after the designated time will be held and filled the following week.
 - Book requests will be filled and delivered every Saturday night.
 - Orders will be filled on a rotating basis in order to give all inmates equal access to preferred books. Therefore, book distribution will follow the haircut schedule. For example, if the 300 wing is scheduled to get haircuts for the weekend, their book requests get filled first that weekend as well.
 - You will fill out the book request with the book's number and name. If the book you request is not available and you did not fill in for any substitutions, you will not get the opportunity to receive a book that week. You will have to wait until the next week.
 - Every Friday all inmates will turn in ALL the books they currently have in their cells. If you haven't finished reading one or more of the books, you must still return them but can request the books for the next week. This will keep the supply of books available so that certain books cannot be monopolized. This ensures there is an ample selection of books. If you do not return the books you will be issued a conduct report and placed on book

restriction until your hearing has been completed. Even if you do not fill out a new book request you still need to give up the books that you have in your cell.

- After the GBCI Restrictive Housing book request has been filled a copy of the request will be placed in the hanging folder on the outside of the cell so that staff can ensure that you are in possession of the books you are supposed to have. This also verifies how many and which books need to be returned.
- You will return the books you had in your cell. Staff will then inspect the books for damages, alterations, or writings in the books prior to giving you the new books that were requested.
- If there are damages, alterations, or writing in the books a conduct report will be issued. All books will be confiscated out of your cell and you will be on loss of books pending the conduct report, no exceptions.

5. When leaving Restrictive Housing you will have your property searched, and all books will be inspected prior to leaving the unit.

6. If you have lost or damaged a book, restitution of \$3.00 and loss of books or other privileges could result.

RADIO STATION SCHEDULE

Regular cells are equipped with outlets for access to AM/FM radio stations. The current schedule for the radio stations is listed below. There may be deviations to the schedule to allow for things such as March Madness, Football play-off games, the Superbowl, etc. A copy of the radio schedule can be obtained from the supply cart. *Channel listing as of October 12, 2016.

| Channel #1 | Channel #2 |
|------------|------------|
| FM 98.5 | FM 107.5 |
| FM 105.7 | FM 97.5 |
| FM 94.3 | |
| FM 106.7 | |
| FM 95.9 | |
| FM 100.3 | |
| FM 94.7 | |
| FM 101.1 | |
| FM 104.3 | |
| FM 93.5 | |

BOOKS ON TAPE

Books on tape are available to listen to in regular cells. A copy of the most current list of books on tape can be obtained from the supply cart. Current play times are Noon and 8:00 p.m.

CALENDARS

A yearly calendar will be provided to inmates upon entering the Restrictive Housing. Inmates may keep the calendars in their cells.

CANTEEN

Inmate pay sheets will be distributed on Friday or Saturday. Inmate canteen order forms will be distributed Tuesdays only on the supply cart. Order forms must be completed and turned in by 9:30 p.m. Sundays. Items will be delivered/exchanged on Thursdays by second shift.

Inmates may only order and receive canteen items consistent with their status. Administrative Confinement and Protective Confinement inmates are allowed to order Step 3 items. Inmates in TLU status are only allowed to order canteen consistent with Step 1. Items ordered out of TLU status may result in the issuance of a CR and the hearing officer will determine the disposition of the canteen. It is important to only order what is allowed according to the Step Status. If an inmate has ordered Step 2 or Step 3 canteen and isn't a Step 2 or Step 3 inmate, **a conduct report may be issued for disobeying orders and the hearing officer will determine the disposition of the canteen.**

You may not order or receive canteen while in Observation, Controlled Separation or Loss of Canteen status. **EXCEPTION:** If an inmate receives a Loss of Canteen disposition of 15 days or more, he may order basic hygiene supplies and basic writing supplies. To get more information, write to the Unit Manager and reference GBCI Procedure 900.302.02.01.

Inmates on Observation status will have their canteen secured in the Restrictive Housing property room and issued upon release from Observation status. All other canteen will be returned back to the store.

CLOCKS:

Clocks are located on the walls outside of the cells. If a clock is not working, notify third shift staff.

EARBUDS:

You will be issued one earbud to use with the unit radio system. The proper working condition of that earbud is your responsibility. If earbuds are found to be altered, they will be confiscated. Replacement earbuds are available for purchase from one of the vendors only. The new earbud must be exchanged on a one for one basis. If you do not have an earbud to exchange, the new earbud will be placed in your property. The replacement policy applies to all inmates in Restrictive Housing, including indigent inmates.

PHONE CALLS

- | | |
|-----------------------|--|
| 1. TLU | 1 phone call per week |
| 2. Step 1 | 1 phone call per month |
| 3. Step 2 | 2 phone calls month |
| 4. Step 3 | 3 phone calls per month |
| 5. Step 3 on 500 wing | 1 phone call per weekend, for a total of 4 phone calls per month |
| 6. AC /PC | 1 phone call per weekend, for a total of 4 phone calls per month |

7. All inmates are required to submit a request to the Restrictive Housing Office Operations Assistant (RH OOA) on a DOC-0245 to be placed on the telephone rotation list. Forms are available on the supply cart. Please remember that many inmates request the phone, so you probably will not be placed on the phone list the week you submit your request, as requests are usually completed in order received.

8. You must fill out the DOC-0245 IN ITS ENTIRETY or it will be sent back to you. You can also list an alternative number on the form in case your first call fails to connect (person doesn't answer the phone).
9. Once the RH-OOA has approved the DOC-0245 the inmate will be placed on the waiting list.
10. The RH-OOA will route approved DOC-0245s for the week to the unit sergeant.
11. Inmates approved for phone calls will be offered the opportunity to place their phone call.
12. Staff will dial the phone number that is listed on the DOC-0245. The phone will then be handed to the inmate. Only the phone number listed on the form will be called.
13. Staff will note on the DOC-0245 if the phone call was completed. All forms will be routed back to the RH-OOA after calls are completed for the week.
14. Inmates are allowed to place only ONE accepted phone call for up to 15 minutes. If you end your call prior to the 15 minutes, the phone call is considered complete and you will not receive another one. Inmates that make multiple accepted calls are subject to a CR.
15. 3 way phone calls are not permitted and are subject to a CR.
16. All phone calls are collect calls. All phone calls are recorded and will be monitored.
17. If there is no answer, the inmate will be permitted only one more attempt during the week, time permitting.
18. Attorney phone calls must be initiated by your attorney or the courts and must be scheduled 2 working days in advance. You may bring legal material to the legal call.
19. Inmates that are placed on restrictions will be disqualified to make phone calls until they are restriction free, unless an exception is approved through security. If you have a pending CR (other than for a TLU placement) you are not eligible for the phone until the CR has been resolved.
20. The Security Director/Designee has the right to deny a phone request for an undesignated amount of time.

POSTAGE/MAIL

All inmate to inmate mail must remain unsealed.

Indigent inmates will be provided one envelope and two sheets of paper in Restrictive Housing. Third shift will distribute the supplies to those inmates that qualify as indigent on the 1st and 15th of each month. The materials may be used to correspond to members of the public or another inmate for any purpose, legal or otherwise. In order to qualify for indigent status you must have \$0.75 or less in your account. Staff will check inmate's account balances to verify indigent status. The balance listed in your account on the 1st and 15th of each month will be the one used to verify indigent status. Inmates must write FREE in the upper right hand corner where the stamp would

normally be affixed. Postage will be applied to this envelope in the mailroom at no cost. The mail piece will be picked up by third shift the following evening (2nd and 16th) and sent to the mailroom for processing, in accordance with mailroom procedures.

LEGAL MAIL

1. If the inmate has funds in his account, the inmate must use an embossed envelope. If the envelope needs additional postage, attach a signed disbursement request.
2. If the inmate has no funds in his account, he may request approval for a legal loan. You must submit an interview request to the Business Office. A legal loan request form will be provided and the Business Office will approve/deny. Once approved for a legal loan, the inmate must complete and submit a disbursement request clearly marked LEGAL MAIL and attach it to the outgoing mail.

GENERAL MAIL:

1. Inmates must use an embossed envelope which may be purchased from Canteen.
2. Inmates may submit a Disbursement Request for additional postage and for postage on oversized envelopes. Prior to 8:30 pm, inmates must notify staff of the oversize envelope and arrange to transfer the envelope through the food port.
3. All mail with the exception of free mail will be picked up after 9:00 p.m. daily. The mail should be wedged in the doorframe for staff to see, not on the floor.
4. You must contact the Restrictive Housing property officer to dispose of any excess property that may accrue in your cell.

INMATE TO INMATE LEGAL ROUTING

Inmates must route legal mail to other inmates through the US Postal Service. Inmates are not allowed to route legal mail to other inmates through any other process.

LAW LIBRARY PROCEDURES FOR RESTRICTIVE HOUSING

1. The GBCI Restrictive Housing has an electronic law library.
2. Inmates interested in using the law library are to notify the Restrictive Housing Office Operations Assistant (OOA) via an Interview/Information Request. A weekly list will be generated based on the interview requests received. Requests for additional time and use of the law library must be made to, verified, and approved by a Unit Supervisor. Requests should be received by the OOA by Friday, in order to be placed on the list the following Monday. If you have a legal deadline, send your request to the OOA with the corresponding court paperwork showing the deadline date. Once verified, your court paperwork will be returned to you.
3. Inmates may use the law library during second shift, time/staff/unit activities permitting. Requests to take personal paperwork for use in the law library must be approved in advance by a Unit Supervisor and may be subject to search.

4. Instructions for using the electronic law library are available upon request. You must ask the officer at the beginning of your law library session for these instructions.
5. You are not permitted to work jointly with another inmate in the law library; two hours is the maximum time permitted.
6. Inmates in Controlled Separation/ Observation status may not use the law library. Exceptions will only be made for extreme circumstances and must be approved by a supervisor. Additionally, there are certain individualized restrictions and/or security precautions that may require Unit Supervisor approval to access the law library.
7. To request photocopies of legal materials, inmates must complete the DOC-1576, Request for Legal Materials. You must also submit a signed DOC-184, Disbursement Request to pay for the copies you are requesting. Only the Photocopy Section of this form should be completed; the Borrowing Portion of this form is not applicable.

RECREATION

Inmates are encouraged to take part in exercise periods outside their cell when offered. It is also important for inmates' health to periodically walk around while in their cell and/or to participate in other exercise activities. Extended periods of inactivity may cause serious health problems.

Inmates are permitted to exercise in their cells. Out of cell recreation will also be offered (weather permitting*). Inmates on Loss of Recreation Privileges, Control, and/or Observation are not permitted out of cell for exercise.

Recreation is offered at 8:00 a. m. and 1:00 p.m. (time/weather/unit activity permitting).

1. Recreation periods are 2 hours in length. You may request to return to your cell at halftime (time/staff/unit activity permitting) but, if accommodated, it will count towards your full recreation time.
2. Your fingernails will be inspected prior to receiving outside recreation privileges. Excessive fingernail lengths may result in a conduct report, a recreation restriction, loss of current recreation opportunity.
3. You will also be pat searched and restrained prior to going to and returning from recreation.
4. Inmates may not take any property items to recreation. Any inmate in possession of property or seen giving or receiving property prior to, during or after a recreation period will receive a conduct report. The recreation period will be terminated immediately.
5. Basketballs and hacky sacks are available for inmate use during recreation. Availability of basketballs or hacky sacks is not guaranteed.
6. Inmates may not urinate or defecate in the recreation pens.

*Weather Permitting is defined as no excessive heat, excessive cold or precipitation as defined in DAI Policy 300.00.03 and attached Institution Facility Implementation Procedure.

IN-CELL FITNESS PROGRAM

The following program is designed for exercise inside your cell:

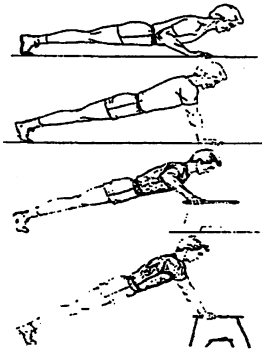
1. The first step in any fitness program is to establish goals. Set obtainable goals and make sure you meet them.
2. Next, determine your target heart rate based on your fitness level. Do not try to work harder than your body will let you. No one but you knows what your level is and no one but you will suffer if you exceed your capabilities. The chart on the next page shows the MHR (maximum heart rate) recommendation for three different fitness levels.

| Beginner 60%-70% of MHR | | | Intermediate 70%-80% of MHR | | Advanced 80%-85% of MHR | |
|----------------------------|---------|------------|--------------------------------|------------|----------------------------|------------|
| Age | 10 sec. | One Minute | 10 sec. | One Minute | 10 sec. | One Minute |
| 19/under | 20-24 | 121-141 | 24-27 | 141-161 | 27-29 | 161-171 |
| 20-24 | 20-23 | 118-140 | 23-27 | 137-160 | 26-28 | 157-170 |
| 25-29 | 19-23 | 115-137 | 22-26 | 134-156 | 26-28 | 153-166 |
| 30-34 | 20-22 | 112-133 | 22-25 | 130-152 | 25-27 | 149-162 |
| 35-39 | 18-22 | 109-130 | 21-25 | 127-148 | 24-26 | 145-157 |
| 40-44 | 18-21 | 106-126 | 21-24 | 123-144 | 24-26 | 141-153 |
| 45-49 | 17-21 | 103-123 | 20-23 | 120-140 | 23-25 | 137-149 |
| 50-54 | 17-20 | 100-119 | 19-23 | 116-136 | 22-24 | 133-145 |
| 55-60 | 16-19 | 97-116 | 19-22 | 113-132 | 22-23 | 129-140 |
| 60/over | 16-19 | 96-112 | 19-21 | 112-128 | 21-23 | 128-136 |



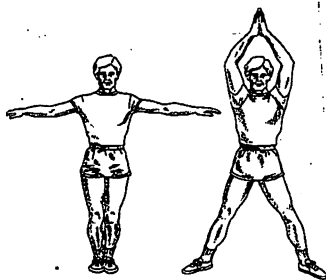
- a. SITUPS: Lie on your back with your knees bent and your head and your feet flat on the floor. Put your hands behind your head. Slowly raise yourself into a sitting

position, hold for a count of one, and lower yourself back to the floor. Fifteen is a good starting goal. This exercise is primarily for abdominal muscles.

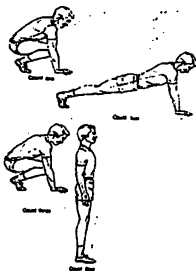


- b. **PUSHUPS:** Get into a prone position. Place your hands on the floor, shoulder width apart. Start with your arms extended and your elbows locked. Support your weight on the tips of your toes. Lower your body by bending your arms until your chest nearly touches the floor. Raise yourself back up to the locked – elbow position again. Fifteen repetitions is also a good starting point for this exercise. This exercise is mainly for the arms.

NOTE: Pushups can be made easier by placing your hands on the bed or your knees on the floor. They can be made more difficult by placing your feet on the bed.



- c. **JUMPING JACKS:** Begin with your hands at your sides, back straight, head up. Then swing your arms out from your sides in an arc and touch your hands over your head. At the same time move your feet apart and to the side in a jumping motion. Then move your arms and feet back to the starting position. Twenty repetitions is a good place to start. This exercise works the legs and is good a cardiovascular workout.



- d. **SQUAT THRUST:** Start this exercise in a standing position, with hands by your side. On the count of one, bend at the knees and place your hands flat on the floor. At the count of two thrust your feet out behind you, into a push up position. At the count of three, bring your legs back to the one count position. On the count of four, stand up again with your hands by your side. Repeat at least twenty times. This exercise is a good cardiovascular workout.



- e. **JOGGING IN PLACE:** You should jog in place for at least five minutes. This accomplishes two goals: It allows you to cool down slightly after your work out, and it ensures that your workout lasts for at least twenty minutes.

REMEMBER: If you feel pain at any time, stop exercising. **Green Bay Correctional Institution is not responsible for injuries.**

SHOWERS

1. Showers will be offered on second shift on Wednesdays and Sundays for all inmates.

2. Inmates in Controlled Separation/Observation that shower will be given six paper towels, one bar of soap and offered a clean smock/kilt and blanket (if approved by PSU and Security as allowable property).
3. All inmates will be required to shower at least once per week for health reasons.
4. Soap is provided on the supply cart – not at shower times.
5. The showers are electronically controlled (5 min).
6. Inmates will be notified when their shower will be turned on (normally, when staff reaches the end of each side of that wing). It is the inmate's responsibility to be ready for showering.
7. All clothing items will be exchanged at these times except that pants and linens will only be exchanged on Wednesdays.

CLOTHING/LINEN EXCHANGE

1. On Clothing/Linen exchange days all clothing and bedding will be exchanged on a one for one basis. The Unit Officer makes all final determinations regarding the issuance of clothing, sizes, and bedding.
2. Blanket exchange will be done on a quarterly basis, time/supply permitting.
3. All items are inspected prior to issuance. Damage or alteration of clothing or bedding may result in a conduct report which could result in restitution and loss of privileges. Upon receipt of these items it is your responsibility to double-check them to ensure there is no damage. If you note any damage you must inform the wing Officer immediately.

NAIL CLIPPERS

1. Fingernail clippers will be issued once per week on Sundays, first shift. Fingernails are to be trimmed not to exceed the tips of the fingers. Your fingernails will be inspected prior to receiving outside recreation privileges. Excessive fingernail lengths may result in a conduct report and/or a recreation restriction.
2. Nail clippers will be collected and sanitized after each use.

DENTAL FLOSS and MAGIC SHAVE

Dental floss and Magic Shave will be kept under staff control.

SUPPLIES

1. Supplies will be distributed on Tuesdays, on second shift.
2. The supply cart has state issued hygiene supplies, puzzles and forms.
3. Restrictive Housing pen inserts and toilet paper will be issued on a one for one basis during the distribution of supplies on Tuesday.
4. Toothbrushes and toothpaste will be exchanged on a one-for-one basis every other week. Only one toothbrush is allowed (personal or state).

5. Inmates may not hoard forms or supplies. You may not possess more than four of any one form without permission from the Restrictive Housing Sergeant.

VISITING

All visits in the Restrictive Housing will be conducted over a closed circuit camera in this building. (All visits are no contact visits.)

| | | |
|--------|------------------------|---------------------------|
| Hours: | 8:00 a.m. - 10:30 a.m. | Saturday and Sunday only. |
| | 1:00 p.m. - 4:00 p.m. | Saturday and Sunday only. |
| | 6:30 p.m. - 8:45 p.m. | Monday through Friday. |

NOTE: Inmate visitors must call the institution at 920-432-3262 and follow the voice prompts to schedule visits a minimum of 2 business working days in advance. Please notify your family and friends accordingly.

Inmates in Controlled Separation or Observation may not receive visits except from their attorney, unless prior approval is granted by the Warden.

Visits are limited to 2 persons per visit, including minors.

RELEASE FROM RESTRICTIVE HOUSING

1. Inmates returning to general population will be offered a shower, handcuffed, taken to a holding cell and strip searched before given clothing exchange.
2. General population property will be given and you will be escorted to the first available cell opening in general population.
3. Inmates leaving Restrictive Housing must return any Restrictive Housing issued items prior to leaving the unit, i.e. handbook, book list, books, face towels, books etc.
4. Inmates will be contacted by the Restrictive Housing Property Officer to receive remaining property that was kept in storage. Inmates should carefully review the inventory when receiving their property.

PROGRAMS/GROUPS IN RESTRICTED HOUSING

Self-help groups and programs are available to inmates in Restrictive Housing. All inmates are encouraged to participate as much as possible. Stable behavior is required prior to being allowed to attend groups. Positive behavior is also expected in groups.

There are weekly Processing Groups facilitated by the psychologist. Participants vary each week. Topics vary each week. If you are interested in participating in this group, contact PSU.

Current Events is offered on the unit. Requests to participate in the group should be sent to the RH OOA. If you have any pending conduct reports or restrictions, you will not be eligible. There is a waiting list for the group; if you are deemed eligible, you will be placed in the rotation to join the group. RH staff will determine eligible participants based on unit behavior, appropriate

interactions with staff and other inmates, and overall attitude on the unit. Inmates on restrictions, in observation status or control status, or other specialty circumstances will not be eligible for the group.

Cage Your Rage Anger Management Group is facilitated by the social worker. Participants in this group are selected at the beginning of the six week program and the participants remain the same for the duration of the program. If you are interested in participating in this group, contact the social worker.

Educational Services

1. Title 1 reading, writing and mathematics regular and supplemental instruction for eligible RH inmates who have not yet attained age 21.
2. ABE (Adult Basic Education) instruction for eligible RDHU inmates age 21 and older.
3. GED/HSED preparation for all ages of eligible RH inmates.

RH does not offer vocational classes. Self-correspondent study classes via mail are not permitted.

Inmates are added to the RH class roster as space becomes available.

If you are interested in participating in educational services, please submit your written request to the RH teacher.

An In Cell Program (New Freedom Modules) is available to Restrictive Housing inmates. This program is designed to assist inmates with a variety of personal growth topics. All inmates are eligible to participate and may do so by following the simple instructions. It is hoped that all inmates take advantage of this opportunity.

This program has six modules, and each module has several individual workbooks. Inmates who wish to participate in this program must complete the first module, but then may request to work on any of the other five modules. Inmates who wish to participate should follow these instructions:

- Send an Interview Request to the Restricted Housing OOA by Monday of each week.
- Clearly state your name, number, cell number, and which module and workbook you are requesting.
- The workbook will be delivered to you as soon as possible.
- You may keep the workbook when you are finished with it, however, you must remain in compliance with all property limitations.

New workbooks will be delivered upon request on a weekly basis. Please take the time to work through the issues in each workbook in order to get the maximum benefit from this program. Inmates who misuse the workbooks may receive a conduct report and may not be allowed to participate in the future.

Following is the list of the modules and workbooks:

Module 1: Self Discovery

- Workbook 1: What's Treatment All About?
- Workbook 2: Intro to Self Discovery
- Workbook 3: What Went Wrong?
- Workbook 4: Understanding Your Dependencies
- Workbook 5: Reasons to Change
- Workbook 6: What's Going on in My Life?

Module 2: Depression

- Workbook 1: Understanding Your Feelings - Sadness
- Workbook 2: What's Wrong with Choosing to Be Alone
- Workbook 3: Developing Insight – What's Wrong with My Feelings
- Workbook 4: Positive Self-Talk
- Workbook 5: What's Wrong with...Staying Busy

Module 3: Changing Your Stinking Thinking

- Workbook 1: Downers
- Workbook 2: Stinking Thinking and Other People
- Workbook 3: Stinking Thinking...and People in Recovery

Module 4: Anger

- Workbook 1: Understanding Your Feelings - Anger
- Workbook 2: What's Wrong with Holding My Anger
- Workbook 3: What's Wrong with Being Tough Minded
- Workbook 4: Managing Your Anger
- Workbook 5: Fighting for Control
- Workbook 6: Managing Your Stress
- Workbook 7: Feeling Hurt

Module 5: Aggression and Violence

- Workbook 1: Understanding Yourself #1
- Workbook 2: Living a Non-Violent Life #1
- Workbook 3: What's Wrong with Being Tough Minded
- Workbook 4: Understanding Yourself #2
- Workbook 5: Living a Non-Violent Life #2
- Workbook 6: What's Wrong with Holding My Anger

Module 6: Coping Skills

- Workbook 1: Coping Skills for Emergencies
- Workbook 2: Handling Tough Times
- Workbook 3: Coping Skills for Relapse Prev. - Techniques for Use When At Risk
- Workbook 4: Coping Skills for Relapse Prev. - Establishing a Safer Environment
- Workbook 5: Coping Skills for Relapse Prev. - Techniques for Handling Feelings
- Workbook 6: Breathing and Relaxation Skills
- Workbook 7: Coping Skills for Relapse Prev. - Creative Visualization and Relaxation

Workbook 8: Coping Skills for Relapse Prev. - Making It Personal
Workbook 9: Coping Skills for Relapse Prev. - Managing Your Stress
Workbook 10: Coping Skills for Relapse Prev. - Returning Home

SECTION V.

PROPERTY LIMITS

RH PROPERTY LIMITS

The property limits outlined below represent the standard minimum allowed property for Step 1, including Disciplinary Separation, TLU, Protective Confinement, and Administrative Separation. Based on the inmate's behavior, further limitations may be imposed by the Security Director/designee.

Hygiene and Toiletry Articles

- 1 Lip Balm
- 1 Hair Conditioner
- 1 Deodorant
- 1 Shampoo
- 1 Skin Lotion
- 1 Soap (state issued or purchased through canteen)
- 1 Soap Dish
- 1 Roll of Toilet Paper (state issued or purchased through canteen)
- 1 Toothbrush (state issued or purchased through canteen)
- 1 Toothpaste (state issued or purchased through canteen)

Writing Supplies

- 1 Address Book (5" x 5" maximum size)
- 5 Sheets of Carbon Paper
- 10 Legal Envelopes
- 2 Pen Inserts
- 25 Embossed Envelopes
- 25 Blank Envelopes
- 50 Sheets of Writing Paper
- 50 Sheets of Typing Paper

Reading Materials

- 8000 Cubic Inches of Legal Material
(Staples, paperclips and metal fasteners are not permitted)
- 8 Personal Publications
- 25 Personal Letters

Religious Materials

Religious items are allowed but are subject to restrictions in accordance with DAI Policy 309.61.02.

Miscellaneous

- 1 Comb or Pick (no handle)
- 1 Hairbrush (6", no handle, no metal)
- 10 Photographs
- 1 Sleep Mask
- 1 Pair of Shower Tongs
- 1 Pair of Eyeglasses
- 1 Pair of Earplugs

Officer Controlled

- 1 Dental Floss (12" maximum length)
- 1 Hair Removal Product

Clothing (only state issue permitted)

- 1 pair state issued socks
- 1 pair state issued underwear
- 1 state issued t-shirt
- 1 state issued seg shirt
- 1 pair state issued seg pants
- 1 pair state issued soft-soled shoes
- 1 pair of shower shoes

Linen

- 1 state issued bath towel
- 2 state issued bed sheets
- 2 state issued blankets
- 1 state issued mattress
- 1 state issued pillow
- 1 state issued pillowcase
- 1 state-issued wash cloth

CANTEEN ITEMS ALLOWED

The Restrictive Housing Canteen List provides a list of all allowable canteen items and limits. This list is distributed on Tuesdays with the Supply Cart.

PROPERTY PROCEDURES

The Restrictive Housing Property Officer will issue allowable property items consistent with DAI Policy 303.00.02, from your personal property, as soon as possible upon your arrival to the Restrictive Housing. The Restrictive Housing property officer will not go back into your property to retrieve additional items for you, with the exception of legal work for active cases, legal materials, exchanging personal books or when an inmate earns Step 3 status. All other items must be purchased from the commissary.

Legal work and legal materials will be delivered to you as soon as possible, time permitting.

Per 309.20.03, Inmates shall be permitted to exchange personal books from their stored personal property a minimum of every 30 days.

Inmates that are assigned to the 500 wing and are on Step 3 status will be issued approved personal electronics and 1 personal bowl.

Inmates are permitted to possess their personal earbuds while assigned to the Restrictive Housing. Institution owned earbuds may be loaned to inmates who do not possess their own. If in stock, earbuds are available for loan from the Restrictive Housing Property Officer. Earbuds will only be issued once every 90 days and they must be returned prior to leaving the Restrictive Housing.

Inmates may only possess property that is approved for their current status.

Inmates are not permitted to purchase or receive items from retail outlets while in Restrictive Housing.

It is strongly recommended that all property be placed on the bed if you have to leave for OCO/OWO. This could avoid water damage in the event the shower turns on with the rest of the wing during shower times.

Questions about property may be submitted on an Interview/Information Request Form and sent to the Restrictive Housing Property Officer.

SECTION VI.

CHAIN OF COMMAND INFORMATION

If you have questions or concerns about any of the topics listed below, contact the first level for resolution. If you are not satisfied with the response, contact the second level for resolution.

| TOPIC | 1 ST LEVEL | 2 ND LEVEL |
|---|--|---|
| Accounts – orders, disbursements, check preparation, incoming monies, savings | Inmate Accounts/Business Office | Corrections Management Services Director |
| Advocates | Restrictive Housing OOA | Restrictive Housing Security Supervisor |
| Barber | Restrictive Housing OOA | Program Supervisor |
| Birth Certificates | Social Worker | Program Supervisor |
| Canteen | Canteen Staff | Inmate Accounts/Business Office |
| Classification (PRC Issues) | Social Worker | Classification Specialist |
| Clothing, State-issued | Unit Sergeant | Restrictive Housing Security Supervisor |
| Correspondence Courses | Education Director | |
| Dental (Related Issues – Co-pay) | Dental Staff | HSU Manager |
| Diets – Medical | Restrictive Housing Nurse | HSU Manager |
| Diets – Religious | Chaplain | Social Services Director |
| Disability Accommodations or Concerns | ADA Coordinator | |
| Disbursements to Family Members | Social Worker | Program Supervisor |
| Education (including related problems) | Restrictive Housing Teacher | Education Director |
| Emergency Contact Forms | Social Worker | Social Service Director |
| Housing Assignment | Unit Sergeant | Restrictive Housing Security Supervisor |
| Housing Unit Repairs | Unit Sergeant | Restrictive Housing Security Supervisor |
| Housing Unit Issues | Unit Sergeant | Restrictive Housing Security Supervisor or Program Supervisor |
| Law Library | Restrictive Housing OOA | Program Supervisor |
| Legal Loans | Management Services Director/Business Office | |
| Meals | Unit Sergeant | Restrictive Housing Security Supervisor |
| Mail | Unit Sergeant | Restrictive Housing Security Supervisor |
| Medical Co-pay Fees | HSU Manager | |
| Medical Concerns | Restrictive Housing Nurse | HSU Manager |
| Notary Service | Restrictive Housing OOA | |
| Open Records Request | Records Office | Social Services Director |
| Optical | HSU Manager | |
| Orders from Vendor Catalogs | Inmate Accounts/Business Office | |
| Parole | Social Worker | |
| Programs | See Page 17 | Program Supervisor |
| Property | Restrictive Housing Property Officer | Restrictive Housing Security Supervisor |
| Psychological Services | Your Assigned PSU Clinician | PSU Supervisor |
| Records Review/Clinical Services | OOA – PSU | |
| Records Review/ HSU | OOA – HSU | |
| Records Review/Legal File | Records Office Supervisor | |
| Records Review/Social Service File | Social Worker | Program Supervisor |
| Recreation | Unit Sergeant | Restrictive Housing Security Supervisor |
| Release Clothing Orders | Social Worker | Program Supervisor |
| Religious Issues | Chaplain | Social Services Director |
| Retail Orders | Inmate Accounts/Business Office | |
| Security Staff | Restrictive Housing Security Supervisor | |
| Restrictive Housing Step Program | Programs Supervisor | |
| Sentencing Information | Records Office Supervisor | |
| Shoes, State-issued | Unit Sergeant | Restrictive Housing Security Supervisor |
| Special Placement Needs | Social Worker | Security Director |
| Special Visits | Social Worker | Program Supervisor |
| Visiting Issues/Related Problems | Unit Sergeant | Restrictive Housing Security Supervisor |
| Voluntary Confinement – Personal Safety | Security Director | |

Words from the Warden

The first thing each inmate who is incarcerated needs to understand is that neither I nor my staff put you here. There was a judge, jury or agent that decided you belonged in prison. You were sent here as punishment, not for punishment. Being here, which removed you from your freedom, is the punishment. Staffs are not here to punish you, but to ensure the institution runs safely for everyone. After having said that, there needs to be rules to maintain order and a safe operation.

Your ability to abide by the rules and engage in appropriate behavior will be one of the factors used when considering future movement through the Department of Corrections. As you move through the system, and the level of responsibility increases, you will notice in many cases there are more rules and regulations. With more privileges comes more responsibility. The idea is for each inmate to continue to demonstrate personal responsibility and earn his way to lower security, with more freedom and responsibility. During your stay, you have the opportunity to prepare yourself for a successful return to the community. When you are offered an opportunity, I urge you to take advantage of it.

You have two main jobs as an inmate. The first is to take advantage of the time you have while in prison to prepare yourself to increase your chance at success in life. For many of you, you will be returning to the community. You should have heard about the Re-entry competencies by now. It makes sense to get involved with the ten competency-based programs when you are offered them, mostly in the last year or so of incarceration. There are other programs also available in DOC. All are intended to help participants gain new skills or strengthen existing skills, increasing the likelihood that you can stay in the community rather than have to return to a prison. For those who are not likely to leave the prison system, you still have life. Take advantage of any opportunities you have to try to develop positive aspects to your life. Many men find satisfaction in sharing their life experience with others, trying to help them learn from mistakes of others rather than having to pay the price by making the mistake personally. There can be a future with some positives, if you work at it.

Your second job is to comply with the rules, policies and directions provided to you. I do not expect that you will like them all, but following the rules is your responsibility. If you have questions about a particular rule, ask a staff member. As you are probably well aware, failure to comply with the rules may result in discipline. Serious issues will be referred to the District Attorney for prosecution. Even though it may not always be obvious, the intent of the rules is to help maintain a safe, stable environment for everyone. It may take some work, but accomplishing the goal of a conduct report-free record is possible, if you are willing to work at it.

Warden Eckstein

Chapter DOC 303

DISCIPLINE

Subchapter I — General Provisions

- DOC 303.01 Applicability and purposes.
- DOC 303.02 Definitions.
- DOC 303.03 Lesser included offenses.
- DOC 303.04 Conspiracy.
- DOC 303.05 Attempt.
- DOC 303.06 Aiding and abetting.
- DOC 303.07 Department policy.
- DOC 303.08 Notice of disciplinary rules.
- DOC 303.09 Seizure and disposition of contraband.
- DOC 303.10 Temporary lock up: use.

Subchapter II — Offenses Against Bodily Security

- DOC 303.11 Assault.
- DOC 303.12 Aggravated assault.
- DOC 303.13 Assault on employee.
- DOC 303.14 Sexual conduct.
- DOC 303.15 Sexual contact or intercourse.
- DOC 303.16 Sexual assault.
- DOC 303.17 Sexual assault—aggravated.
- DOC 303.18 Threats.
- DOC 303.19 Stalking.

Subchapter III — Offenses Against Institutional Security

- DOC 303.20 Endangering safety.
- DOC 303.21 Inciting a disturbance.
- DOC 303.22 Participating in a disturbance.
- DOC 303.23 Taking a hostage.
- DOC 303.24 Group resistance and petitions.
- DOC 303.25 Cruelty to animals.
- DOC 303.26 Escape.
- DOC 303.27 Disguising identity.

Subchapter IV — Offenses Against Order

- DOC 303.28 Disobeying orders.
- DOC 303.29 Disrespect.
- DOC 303.30 Soliciting an employee.
- DOC 303.31 Lying.
- DOC 303.32 Lying about an employee.
- DOC 303.33 Disruptive conduct.
- DOC 303.34 Unauthorized forms of communication.
- DOC 303.35 False names and titles.
- DOC 303.36 Enterprises and fraud.

Subchapter V — Offenses Against Property

- DOC 303.37 Theft.
- DOC 303.38 Damage or alteration of property.
- DOC 303.39 Misuse of state or federal property.
- DOC 303.40 Unauthorized transfer of property.
- DOC 303.41 Counterfeiting and forgery.

Subchapter VI — Contraband Offenses

- DOC 303.42 Possession or use of money or negotiable instruments.
- DOC 303.43 Possession of intoxicants.
- DOC 303.44 Possession of intoxicant paraphernalia.

- DOC 303.45 Possession, manufacture or use of weapons.
- DOC 303.46 Possession of tobacco.
- DOC 303.47 Possession of contraband—miscellaneous.
- DOC 303.48 Possession of electronic communication or data storage devices.
- DOC 303.49 Unauthorized use of the mail.

Subchapter VII — Movement Offenses

- DOC 303.50 Punctuality and attendance.
- DOC 303.51 Loitering.
- DOC 303.52 Leaving assigned area.
- DOC 303.53 Being in an unassigned area.
- DOC 303.54 Entry into another inmate's assigned living area.

Subchapter VIII — Offenses Against Safety and Health

- DOC 303.55 Improper storage.
- DOC 303.56 Dirty assigned living area.
- DOC 303.57 Poor personal hygiene.
- DOC 303.58 Misuse of medication.
- DOC 303.59 Disfigurement.

Subchapter IX — Miscellaneous Offenses

- DOC 303.60 Use of intoxicants.
- DOC 303.61 Gambling.
- DOC 303.62 Refusal to work or attend school.
- DOC 303.63 Inadequate work or school performance.
- DOC 303.64 Violating conditions of leave.

Subchapter X — Disciplinary Procedure and Penalties

- DOC 303.65 Disciplinary violation dispositions.
- DOC 303.66 Offenses that do not require a conduct report.
- DOC 303.67 Conduct report.
- DOC 303.68 Review by security office.
- DOC 303.69 Minor offenses.
- DOC 303.70 Minor penalties.
- DOC 303.71 Major offenses.
- DOC 303.72 Major penalties.
- DOC 303.73 Major penalty: disciplinary separation.
- DOC 303.74 Controlled separation.
- DOC 303.75 Referral for prosecution.
- DOC 303.76 Uncontested minor disposition.
- DOC 303.77 Contested minor disposition.
- DOC 303.78 Uncontested major disposition.
- DOC 303.79 Hearing officer.
- DOC 303.80 Contested major disposition.
- DOC 303.81 Contested major disposition: waiver of due process hearing.
- DOC 303.82 Appeal of contested major or minor disposition or contested major waiver.
- DOC 303.83 Due process hearing: staff representative.
- DOC 303.84 Due process hearing: witnesses.
- DOC 303.85 Disposition considerations.
- DOC 303.86 Recordkeeping.
- DOC 303.87 Evidence.
- DOC 303.88 Harmless error.
- DOC 303.89 Warden-initiated review.
- DOC 303.90 Administrative assignment or transfer.

Subchapter I — General Provisions

DOC 303.01 Applicability and purposes. (1) Pursuant to authority vested in the department of corrections by s. 227.11 (2), Stats., the department adopts this chapter which applies to all inmates in its legal custody regardless of the inmates' physical placement. This section does not preclude another jurisdiction that has physical custody of the inmate from enforcing its rules related to inmate behavior. This chapter implements ss. 301.03 (2), 302.04, 302.07, 302.08, and 302.11 (2), Stats. The rules governing inmate conduct under this chapter describe the conduct for which an inmate may be disciplined and the procedures for the imposition of discipline.

(2) Discipline includes the dispositions described in ss. DOC 303.70 and DOC 303.72. The objectives of the disciplinary rules under this chapter are the following:

- (a) The maintenance of order in correctional facilities.

- (b) The maintenance of a safe setting in which inmates can participate in constructive programs.

- (c) The rehabilitation of inmates through the development of their ability to live with others, within rules.

- (d) Fairness in the treatment of inmates.

- (e) The development and maintenance of respect for authority, the correctional system, and for our system of government through fair treatment of inmates.

- (f) Punishment of inmates for misbehavior.

- (g) Deterrence of misbehavior.

- (3) Corporal punishment of inmates is prohibited.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.02 Definitions. In this chapter:

- (1) "Administrator" means an administrator of a division of the department, or designee.

- (2) "Authorized" means any of the following:

Published under s. 35.93, Stats. Updated on the first day of each month. Entire code is always current. The Register date on each page is the date the chapter was last published. Report errors (608) 266-3151.

Register December 2014 No. 708

- (a) According to departmental rules.
- (b) According to policies, procedures and handbooks.
- (c) According to the direction of an employee.
- (d) With permission from the appropriate employee.
- (3) "Bodily harm" means physical pain or injury, illness, or any impairment of physical condition.
- (4) "Body specimen" means biological specimen, including a sample of urine, breath, blood, stool, hair, finger nails, saliva, semen, skin cells, or DNA.
- (5) "Case record" means a method of storing information which is accessible by the use of an individual inmate's name or department identification number.
- (6) "Close family member" means natural, adoptive, step and foster parent, spouse, domestic partner, children, grandparent, grandchildren, or sibling. A surrogate parent is within the definition of parent if it is substantiated that the claimed surrogate has stood in the place of a parent and has been charged with the parent's rights, duties, and responsibilities, either by virtue of voluntary assumption or court appointment.
- (7) "Communicate" means to express verbally, in writing, or by means of a gesture or other action, to include electronic transmission.
- (8) "Contraband" means any of the following:
 - (a) Any item which inmates may not possess under this chapter or is not authorized by department policy.
 - (b) Any item which is not state property and is on the institution grounds but not in the possession of any person.
 - (c) Any allowable item which comes into an inmate's possession through unauthorized means or is required to be on the inmate's property list and is not.
 - (d) Stolen property.
 - (e) Damaged or altered property.
 - (f) Items deemed contraband by the disciplinary committee or hearing officer.
 - (g) Items directly or indirectly derived from or realized through the commission of any offense under this chapter.
 - (h) Item used in the commission of any offense under this chapter.
 - (i) Items in excess of allowable limits.
- (9) "Corporal punishment" means the deliberate infliction of pain as retribution for an offense or requiring the performance of tasks meant to humiliate or degrade.
- (10) "Department" means the department of corrections.
- (11) "Department policy" means any department or division policy, facility procedure, inmate or unit handbook, or other official notice available to the inmate.
- (12) "Disciplinary separation" means a punitive, segregated status which is the result of a major penalty.
- (13) "Disturbance" means a riot or other disturbance to institutional order caused by a group of two or more inmates that may include one of the following:
 - (a) An assault on any person by two or more inmates.
 - (b) The taking of one or more hostages.
 - (c) The destruction of state property or the property of another by two or more inmates.
 - (d) The refusal by two or more inmates, acting in concert, to comply with an order.
 - (e) Any words or acts which incite or encourage inmates to take any of the actions under pars. (a) to (d).
- (14) "Division" means the division of adult institutions, department of corrections.
- (15) "Employee" means any department staff member, an employee of a contract agency, an independent contractor, or a volunteer of the department or institution.
- (16) "Evidence" means any statement or object which could be presented at a disciplinary hearing or in a court of law, whether or not it is admissible.
- (17) "Gambling" means betting on the outcome of all or any part of any game of skill or chance or an athletic contest or on the outcome of any event, or participation in any lottery or sweepstakes.
- (18) "Great bodily harm" means bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.
- (19) "Harass" means to annoy or irritate persistently.
- (20) "Hearing officer" means a supervisor assigned to conduct disciplinary hearings.
- (21) "Institution" means a correctional institution or correctional facility defined under s. 302.01, Stats.
- (22) "Intimate parts" means breast, penis, buttocks, anus, scrotum, or vaginal area or any other parts of the body that may result in sexual arousal or gratification for either party.
- (23) "Intoxicating substance" means anything which if taken into the body may alter or impair normal mental or physical functions.
- (24) "Member of a household" means a person who regularly resides in the household of another or who within the previous 6 months regularly resided in the household of another.
- (25) "Negotiable instrument" means a writing, signed by the maker or drawer, which contains a promise to pay which is payable on demand or at a specified time, and which is payable to the order of the bearer.
- (26) "Personally identifiable information" means information that can be associated with a particular individual through one or more identifiers or other information or circumstances.
- (27) "Possession" means on one's person, in any area to which the inmate has been assigned, or under one's control.
- (28) "Record" means any material on which written, drawn, printed, spoken, visual, electromagnetic, electronic or other information recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.
- (29) "Security director" means the security director at an institution or designee.
- (30) "Security threat group" means a group of individuals which threatens, intimidates, coerces or harasses others or which engages in any activity which violates or encourages the violation of statutes, administrative rules or department policy.
- (31) "Serious mental illness" means a diagnosed major mental disorder that is usually characterized by psychotic symptoms, significant functional impairments, or both, including schizophrenia, bipolar disorder, or major depressive disorder.
- (32) "Sexual contact" means any of the following:
 - (a) Touching by the intimate parts of one person to any part of another person whether clothed or unclothed.
 - (b) Any touching by any part of one person or with any object or device of the intimate parts of another person or any other parts of the body that may result in sexual arousal or gratification for either party.
- (33) "Sexual intercourse" means any penetration, however slight, by the penis into the mouth, vagina, or anus of another person, or any penetration by any part of the body or an object into the anus or vagina of another person.
- (34) "Staff member" or "staff" means a person employed by the department as permanent, project and limited term employee.
- (35) "Stalking" means an act by an inmate with the purpose of causing that person to suffer emotional distress or to fear bodily injury or death of himself or herself or a member of his or her family or household.

(36) "Substantial bodily harm" means bodily injury that causes a laceration that requires stitches, staples, or a tissue adhesive; any fracture of a bone; a broken nose; a burn; a petechia; a temporary loss of consciousness, sight or hearing; a concussion; or a loss or fracture of a tooth.

(37) "Substantial involvement" means direct involvement with an alleged infraction, including being a witness or victim or serving as an investigator of an incident.

(38) "Suffer serious emotional distress" means to feel terrified, intimidated, threatened, harassed, or tormented. For an offense to be proved, it is not required that a victim has received or shall receive treatment from a mental health professional in order to prove that the victim suffered serious emotional distress.

(39) "Targeted person" means a person who is the subject of stalking. Targeted person may include a close family member, friend, co-worker or household member of the targeted person.

(40) "Temporary lock up" or "TLU" means a temporary non-punitive segregated status allowing an inmate to be separated from the general population pending further administrative action.

(41) "Victim" means a person, other than the actor, against whom a violation under this chapter or a crime has been committed.

(42) "Warden" means the warden of an institution, or designee.

nee.

(43) "Without consent" means no consent in fact or that consent is given for any of the following reasons:

(a) Because the actor put the victim in fear.

(b) Because the actor purported to be acting under legal authority.

(c) Because the victim did not understand the nature of the act, conduct, or other matter, to which the victim consented.

(44) "Working days" means all days except Saturdays, Sundays, and state legal holidays.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.03 Lesser included offenses. (1) If an offense is a lesser included offense of another and the reporting employee charges an inmate with the greater offense, the inmate is also charged with the lesser included offense.

(2) The hearing officer may find an inmate guilty of a lesser included offense even if the reporting employee did not expressly charge the inmate with the lesser included offense.

(3) The hearing officer may not find an inmate guilty of 2 offenses or punish the inmate for 2 offenses based on a single incident if one offense is a lesser included offense of the other.

(4) The hearing officer may not find an offense a lesser included offense of another unless it is so listed in the following table:

| Table DOC 303.03 | |
|---|--|
| GREATER OFFENSE | LESSER INCLUDED OFFENSE |
| DOC 303.11 Assault | DOC 303.33 Disruptive conduct |
| DOC 303.12 Aggravated assault | DOC 303.11 Assault |
| | DOC 303.33 Disruptive conduct |
| DOC 303.13 Assault on employee | DOC 303.33 Disruptive conduct |
| DOC 303.16 Sexual assault | DOC 303.11 Assault |
| | DOC 303.12 Aggravated assault |
| | DOC 303.14 Sexual conduct |
| DOC 303.17 Sexual assault—aggravated | DOC 303.11 Assault |
| | DOC 303.12 Aggravated assault |
| | DOC 303.14 Sexual conduct |
| | DOC 303.15 Sexual contact or intercourse |
| | DOC 303.16 Sexual assault |
| | DOC 303.45 Possession, manufacture or use of weapons |
| DOC 303.19 Stalking | DOC 303.18 Threats |
| | DOC 303.34 Unauthorized forms of communication |
| | DOC 303.49 Unauthorized use of the mail |
| DOC 303.20 Endangering safety | DOC 303.38 Damage or alteration of property |
| | DOC 303.39 Misuse of state or federal property |
| | DOC 303.47 Possession of contraband — miscellaneous |
| DOC 303.21 Inciting a disturbance | DOC 303.22 Participating in a disturbance |
| | DOC 303.24 Group resistance and petitions |
| | DOC 303.33 Disruptive conduct |
| DOC 303.22 Participating in a disturbance | DOC 303.24 Group resistance and petitions |
| | DOC 303.33 Disruptive conduct |
| DOC 303.26 Escape | DOC 303.52 Leaving assigned area |
| | DOC 303.53 Being in an unassigned area |

DOC 303.03

WISCONSIN ADMINISTRATIVE CODE

16

| | |
|---|---|
| DOC 303.37 Theft | DOC 303.40 Unauthorized transfer of property |
| | DOC 303.47 Possession of contraband — miscellaneous |
| DOC 303.42 Possession or use of money or negotiable instruments | DOC 303.47 Possession of contraband — miscellaneous |
| DOC 303.43 Possession of intoxicants | DOC 303.40 Unauthorized transfer of property |
| | DOC 303.47 Possession of contraband — miscellaneous |
| DOC 303.44 Possession of intoxicant paraphernalia | DOC 303.47 Possession of contraband — miscellaneous |
| DOC 303.45 Possession, manufacture or use of weapons | DOC 303.47 Possession of contraband — miscellaneous |
| DOC 303.46 Possession of tobacco | DOC 303.47 Possession of contraband — miscellaneous |
| DOC 303.48 Possession of electronic communication or data storage devices | DOC 303.34 Unauthorized forms of communication |
| | DOC 303.47 Possession of contraband — miscellaneous |
| DOC 303.58 Misuse of medication | DOC 303.40 Unauthorized transfer of property |
| | DOC 303.47 Possession of contraband — miscellaneous |
| Any substantive offense | DOC 303.04 Conspiracy |
| | DOC 303.05 Attempt |
| | DOC 303.06 Aiding and abetting |

(5) All offenses which are lesser included offenses of a substantive offense are listed in Table DOC 303.03.

(6) Aiding and abetting, attempt, and conspiracy are lesser included offenses of any offense.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.04 Conspiracy. (1) If 2 or more inmates or others plan or agree to commit one or more acts which are prohibited under this chapter, all inmates may be guilty of an offense.

(2) An inmate who plans or agrees with individuals to commit one or more acts which are forbidden under this chapter is guilty of an offense.

(3) The penalty for conspiracy may be the same as the penalty for the most serious of the planned offenses. See Table DOC 303.72.

(4) The number used for conspiracy, in recordkeeping and conduct reports, shall be the number of the offense plus the suffix C.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.05 Attempt. (1) An inmate is guilty of attempt to violate a rule if either of the following is true:

(a) The inmate planned to commit one or more acts which would have been a rule violation if actually committed.

(b) The inmate committed one or more acts which showed a plan to violate the rule when the act or acts occurred.

(2) The number used for attempt, in recordkeeping and conduct reports, shall be the offense's number plus the suffix A.

(3) The penalty for an attempt may be the same as for the completed offense. See Table DOC 303.72.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.06 Aiding and abetting. (1) An inmate who does any of the following is guilty of aiding and abetting a rule violation:

(a) Directs, requests, or hires another to commit a rule violation.

(b) Assists another in planning or preparing for a rule violation.

(c) Assists another during commission of an offense, whether or not the assistance was planned in advance.

(d) Assists another to prevent discovery of a violation or the identity of the person who committed it.

(e) Has knowledge of a major violation under this chapter that may also violate a criminal law and fails to report the information to an employee.

(2) The reporting employee may charge and the disciplinary committee may find an inmate guilty of aiding and abetting even if no one is charged or found guilty of committing the offense. The principal should, if possible, be identified when the inmate is charged.

(3) The disciplinary committee may impose the same penalty for aiding and abetting as for the substantive offense. See Table DOC 303.72.

(4) The penalty for aiding and abetting shall be based on an appropriate assessment of the facts and the individual's involvement and need not be the same for all participants.

(5) The number used for aiding and abetting, in recordkeeping and conduct reports, shall be the offense's number plus the suffix B.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.07 Department policy. (1) Institutions may make specific procedures for the operation of the institution in accordance with department policy. Inmates may be disciplined for violations of department policy, including institution regulations or procedures.

(2) Each institution shall maintain at least one official method for notifying inmates about notices of general applicability.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.08 Notice of disciplinary rules. (1) The department shall provide inmates with a copy of this chapter when they enter the prison system.

(2) The department shall provide notice of any published changes to this chapter.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.09 Seizure and disposition of contraband.

(1) **SEIZURE.** Any employee who believes that an item is contraband may seize the item. The institution shall return property which is not contraband to the owner or dispose of the property in accordance with s. DOC 309.20 (4) and department policy.

(2) **DISPOSITION.** The hearing officer or security director shall dispose of items in accordance with s. DOC 309.20 (4) and department policy. If an inmate files a complaint under ch. DOC 310 regarding the seizure or disposition of property, the institution

shall retain the property until the final decision on the complaint is made in the inmate complaint review system. Contraband funds shall be deposited in the state general fund.

(3) **INMATE REPORTING.** Inmates shall immediately report to staff any property item that becomes damaged.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.10 Temporary lock up: use. (1) A security supervisor, security director, correctional center superintendent or warden may place an inmate in TLU.

(2) If the security supervisor places an inmate in TLU, the security director or correctional center superintendent shall review this action within 2 working days. Before this review and the review provided for in sub. (3), the institution shall provide the inmate with the reason for confinement and with an opportunity to respond, either orally or in writing. If upon review, the security director or the correctional center superintendent determines that TLU is not appropriate, the institution shall release the inmate from TLU as soon as practicable.

(3) The institution may not allow any inmate to remain in TLU more than 21 days, except that the warden may extend this period for up to 21 additional days. The administrator may extend an inmate's time in TLU for a second time. The security director or correctional center superintendent shall review the status of each inmate in TLU every 7 days to determine whether TLU continues to be appropriate.

(4) The institution may place or retain an inmate in TLU for one or more of the following reasons:

(a) The inmate's presence in general population may impede a pending investigation or disciplinary action.

(b) The inmate's presence in general population may be disruptive to the operation of the institution.

(c) The inmate's presence in general population may create a danger to the physical safety of the inmate or another.

(d) The inmate's presence in general population may create a risk that the inmate shall try to escape from the institution.

(e) If the inmate completes disciplinary separation or administrative confinement and is awaiting placement at the appropriate security level or status.

(5) Institution staff shall document the reasons for TLU placement and shall notify the inmate of the reasons.

(6) The institution shall continue to compensate an inmate who had been earning institution compensation at the rate earned in the inmate's previous status, except that the institution shall compensate an inmate employed by prison industries in accordance with ch. DOC 313.

(7) If 1983 Act 528 does not apply to the inmate, the inmate shall continue to earn extra good time credit. If an inmate was eligible for positive adjustment time under s. 302.113, 2009 Stats., or under s. 304.06, 2009 Stats., the inmate may earn positive adjustment time while in TLU status between October 1, 2009 and August 3, 2011.

(8) TLU time shall not be considered time served for disciplinary penalty purposes.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

Subchapter II — Offenses Against Bodily Security

DOC 303.11 Assault. An inmate who does any of the following is guilty of assault:

(1) Causes bodily harm to another.

(2) Engages in a physical altercation with another person.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.12 Aggravated assault. An inmate who does any of the following is guilty of aggravated assault:

(1) Causes substantial bodily harm or great bodily harm to another.

(2) Impedes the normal breathing or circulation of blood by applying pressure on the throat or neck or by blocking the nose or mouth of another person.

(3) Spits, throws, or uses body fluids or waste or any substance on another.

(4) Causes the death of another.

(5) Uses any item as a weapon to cause bodily harm to another.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.13 Assault on employee. An inmate who does any of the following is guilty of assault on an employee:

(1) Causes bodily injury or harm to an employee.

(2) Impedes the normal breathing or circulation of blood by applying pressure on the throat or neck or by blocking the nose or mouth of an employee.

(3) Spits, throws, or uses bodily fluids or waste or any substance on an employee.

(4) Causes the death of an employee.

(5) Uses any item as a weapon to cause bodily harm to an employee.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.14 Sexual conduct. (1) An inmate who does any of the following is guilty of sexual conduct:

(a) Requests, hires or tells another person to have sexual intercourse, sexual contact, or engage in sexual conduct.

(b) Exposes the inmate's own intimate parts to another person for the purpose of sexual arousal or gratification.

(c) Has contact with or performs acts with an animal that would be sexual intercourse or sexual contact if with another person.

(d) Clutches, fondles, or touches the inmate's own intimate parts, whether clothed or unclothed, while observable by another.

(e) Simulates a sexual act while observable by another.

(f) Kissing, hand holding, hugging, stroking or other physical displays of affection except for that allowed under department policy.

(g) Engages in sexual harassment including repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature.

(2) Consensual acts are prohibited under this section.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.15 Sexual contact or intercourse. (1) An inmate who does any of the following is guilty of sexual contact or intercourse:

(a) Has sexual intercourse.

(b) Has sexual contact.

(c) Commits an act of sexual gratification with another person.

(2) Consensual acts are prohibited under this section.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.16 Sexual assault. (1) An inmate who does any of the following with another person with force or the threat of force is guilty of sexual assault:

(a) Has sexual intercourse.

(b) Has sexual contact.

(c) Commits an act of sexual gratification.

(2) Consensual acts are prohibited under this section.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.17 Sexual assault-aggravated. (1) An inmate who does any of the following is guilty of sexual assault-aggravated:

(a) Causes physical injury as a result of a sexual assault.

DOC 303.17**WISCONSIN ADMINISTRATIVE CODE**

18

- (b) Uses a weapon in the commission of a sexual assault.
- (c) Has sexual contact or sexual intercourse with a person who has not attained the age of 16 years.

(2) Consensual acts are prohibited under this section.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.18 Threats. An inmate who communicates intent to do any of the following to a person is guilty of threats:

(1) Physically harm, harass or intimidate that person or another.

(2) Cause damage to or loss of that person's or another person's property.

(3) Make an accusation he or she knows is false.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.19 Stalking. An inmate who engages in, causes, or requests a person to engage in any of the acts described in subs. (1) to (12) is guilty of stalking:

(1) Maintaining a visual or physical proximity to the targeted person.

(2) Approaching or confronting the targeted person.

(3) Appearing at the targeted person's residence, place of employment, or places the targeted person frequents.

(4) Contacting the targeted person or the targeted person's neighbors, friends, co-workers, household members, or family members.

(5) Causing the targeted person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.

(6) Photographing, videotaping, audio taping, or, through any other means, monitoring, recording, or logging the activities of the targeted person, regardless of where the act occurs and regardless of the means by which the monitoring, recording, or logging is conducted.

(7) Sending material by any means to the targeted person.

(8) Making information available about the targeted person by any means, whether true or false, to any person or in a manner in which the information would become available to any person.

(9) Touching or placing an object on or delivering an object to property owned, leased, or occupied by the targeted person.

(10) Seeking out in any way or possessing documents with personal identifying information pertaining to the targeted person.

(11) Possessing a photograph of, or media article pertaining to, a targeted person whom the inmate has previously been found guilty of stalking. This section shall not apply to an inmate who possesses a photograph of, or media article pertaining to, the inmate's child, so long as the possession is not otherwise prohibited.

(12) Falsely representing himself or herself as the current or former spouse, boyfriend, girlfriend, close family member, relative, or household member of the targeted person.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

Subchapter III — Offenses Against Institutional Security**DOC 303.20 Endangering safety.** An inmate who endangers the health or safety of employees, inmates, others, or property by any means is guilty of endangering safety.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.21 Inciting a disturbance. An inmate who encourages, directs, commands, coerces or signals one or more other persons to participate in a disturbance is guilty of inciting a disturbance.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.22 Participating in a disturbance. An inmate who participates in a disturbance, or who remains in a group where some members of the group are participating in a disturbance, is guilty of participating in a disturbance.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.23 Taking a hostage. An inmate who seizes, confines, or restrains one or more persons is guilty of taking a hostage.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.24 Group resistance and petitions. An inmate who does any of the following is guilty of group resistance and petitions:

(1) Participates in any group activity which is not approved by the warden or is contrary to provisions of this chapter.

(2) Joins in or solicits another to join in any group petition or statement. The following activities are not prohibited:

(a) Authorized activity by groups approved by the warden.

(b) Group petitions to the courts.

(c) Complaints properly prepared under ch. DOC 310.

(3) Participates in any activity associated with any security threat group or possesses any written materials, symbols or symbolism related to a security threat group.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.25 Cruelty to animals. An inmate who causes bodily injury or the unauthorized death of an animal is guilty of cruelty to animals.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.26 Escape. (1) An inmate who does any of the following without permission is guilty of escape:

(a) Leaves an institution.

(b) Leaves the custody of an employee or law enforcement personnel while outside of the institution.

(c) Does not follow the inmate's assigned schedule.

(d) Leaves the authorized area to which the inmate is assigned.

(e) Leaves a work or study release site.

(2) Any inmate who makes or possesses any material for use in escape is guilty of an offense.

(3) Any inmate who removes restraints or tampers with doors, locks, or other security devices while outside the institution is guilty of an offense.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.27 Disguising identity. Any inmate who conceals or disguises the inmate's usual appearance is guilty of disguising identity.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

Subchapter IV — Offenses Against Order**DOC 303.28 Disobeying orders.** (1) Any inmate or group of inmates who disobeys a verbal or written directive or order from any employee is guilty of disobeying orders.

(2) Any inmate who commits an act which violates an order, whether the inmate knew or should have known that the order existed, is guilty of disobeying orders.

(3) Any inmate who violates any administrative rule or department policy is guilty of disobeying orders.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.29 Disrespect. Any inmate who shows disrespect to any person is guilty of disrespect, whether or not the subject of the disrespect is present and even if the expression of disrespect is in writing. Disrespect includes derogatory or profane writing, remarks or gestures, name calling, yelling, and other acts which are made outside the formal complaint process, which are

expressions of disrespect, and which have a reasonable potential to negatively affect institution security, safety, order, or inmate discipline.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.30 Soliciting an employee. An inmate who does any of the following is guilty of soliciting an employee:

(1) Offers or gives anything to an employee, an acquaintance, or family of an employee. This subsection does not apply to anything authorized by these rules or department policy.

(2) Requests or accepts anything from an employee, an acquaintance, or family of an employee. This subsection does not apply to anything authorized by these rules or department policy.

(3) Buys anything from, or sells anything to, an employee, an acquaintance or family of an employee. This subsection does not apply to items for sale in accordance with department policy.

(4) Requests an employee, an acquaintance or family of a staff member of an employee to purchase anything for the inmate. This subsection does not apply to anything authorized by these rules or department policy.

(5) Requests another person to give anything to an employee, or agrees with another person to give anything to an employee, or an acquaintance of an employee, or family of an employee.

(6) Conveys affection to, or about staff verbally or in writing whether personally written or commercially written or by drawings; or asks for addresses, phone numbers, favors, or requests special attention of an employee, or an acquaintance of an employee, or family of an employee.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.31 Lying. Any inmate who makes a false written or oral statement which may affect the orderly operation, safety or security of the institution is guilty of lying.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.32 Lying about an employee. Any inmate who makes a false written or oral statement about an employee outside the complaint review system under ch. DOC 310 is guilty of lying about an employee.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.33 Disruptive conduct. Any inmate who engages in, causes or provokes disruptive conduct, or whose actions disrupt the orderly operation of the institution, is guilty of disruptive conduct. Disruptive conduct includes physically resisting an employee, horseplay, arguing, any behavior which is loud, offensive or vulgar, or passive behavior which disrupts the orderly operation of the institution.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.34 Unauthorized forms of communication. Any inmate who does any of the following is guilty of unauthorized forms of communication:

(1) Communicates with another person by a method or with a device not authorized by the department.

(2) Communicates with persons where a court order exists prohibiting contact.

(3) Communicates with persons whom the department has prohibited contact.

(4) Communicates with a victim of a crime for which the inmate has been convicted, or a read-in offense, or victim's family unless approved by the warden.

(5) Communicates in a manner that harms, harasses or intimidates any person.

(6) Communicates with any person that has not attained the age of 18 unless the person is on the approved visiting list, is approved by the warden, is the inmate's minor child, or is the

minor child of a close family member and the person is not the victim of the inmate's crime.

(7) Communicates in a manner that is intended to be in code or in a manner that hinders staff's ability to readily translate, understand or interpret the communication.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.35 False names and titles. Any inmate who uses any of the following is guilty of false names and titles:

(1) A title for the inmate other than Mr., Ms., Miss, or Mrs., as appropriate.

(2) A name, other than the name under which the inmate was committed to the department, unless the name was legally changed.

(3) The legally changed name without including the name under which the inmate was committed to the department.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.36 Enterprises and fraud. (1) Any inmate who engages in a business or enterprise, whether or not for profit, or who sells anything except as specifically allowed under other sections is guilty of enterprises and fraud, except for the following situations:

(a) An inmate who was owner or part owner of any lawful business or enterprise prior to sentencing may communicate with the inmate's manager, partner, or attorney concerning the management of the enterprise or business.

(b) An inmate may write and seek publication of works in accordance with these rules and department policy.

(2) Any inmate who offers to buy or orders any item with the intention of not paying for it or buys it on credit is guilty of enterprises and fraud.

(3) Any inmate who obtains anything of value through any of the following is guilty of enterprises and fraud:

(a) Violating federal or state laws, local ordinances, these rules or department policy.

(b) The fraudulent use of information.

(4) Any inmate who provides or possesses information that could be used to receive access to telephone or other telecommunication services that are not authorized for use by the department is guilty of enterprises and fraud.

(5) Any inmate who provides or possesses false, fraudulent or unauthorized information that could be used to obtain money, property items, or other services of value, is guilty of enterprises and fraud.

(6) Any inmate who obtains or possesses personally identifiable information of any other person with the intent to fraudulently acquire goods or services, or to cause loss or harm, is guilty of enterprises and fraud.

(7) Any inmate who collects, sells or distributes personally identifiable information of another person is guilty of enterprises and fraud.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

Subchapter V — Offenses Against Property

DOC 303.37 Theft. Any inmate who steals the property of another person or of the state is guilty of theft.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.38 Damage or alteration of property.

(1) Any inmate who damages, destroys or alters any property of the state or of another person without written authorization by staff is guilty of damage or alteration of property.

(2) Any inmate who damages, destroys, alters, or disposes of the inmate's own property, contrary to department policy, is guilty of damage or alteration of property.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.39 Misuse of state or federal property. Any inmate who uses government property in an unauthorized manner is guilty of misuse of state or federal property.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.40 Unauthorized transfer of property. Any inmate who gives, receives, sells, buys, exchanges, barter, lends, borrows, or takes any property from another inmate without authorization is guilty of unauthorized transfer of property.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.41 Counterfeiting and forgery. Any inmate who makes, uses, possesses, or alters any document so it appears that the document was made or signed by a different person; or that the document was signed at a different time or with different provisions is guilty of counterfeiting and forgery.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

Subchapter VI — Contraband Offenses

DOC 303.42 Possession or use of money or negotiable instruments. Except as specifically authorized, any inmate who has in the inmate's possession or who uses any of the following is guilty of possession or use of money or negotiable instruments:

- (1) Coins or paper money.
- (2) A check.
- (3) A money order.
- (4) A savings bond.
- (5) A credit card, debit card, gift card, phone card, or information allowing access to or use of the cards or accounts.
- (6) Any other negotiable instrument.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.43 Possession of intoxicants. Except as specifically authorized, any inmate who possesses any intoxicating substance is guilty of possession of intoxicants.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.44 Possession of intoxicant paraphernalia. Any inmate who possesses any device used in the manufacture of an intoxicating substance or any device used or intended for use in taking an intoxicating substance into the body is guilty of possession of intoxicant paraphernalia.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.45 Possession, manufacture or use of weapons. (1) Any inmate who makes or alters an item making it suitable for use as a weapon is guilty of possession, manufacture, or use of weapons.

(2) Any inmate who possesses an item which is designed to be used as a weapon is guilty of possession, manufacture, or use of weapons.

(3) Any inmate who possesses an item which could be used in the manufacture of a weapon is guilty of possession, manufacture, or use of weapons.

(4) Any inmate who uses an item as a weapon is guilty of possession, manufacture, or use of weapons.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.46 Possession of tobacco. (1) Any inmate who possesses a tobacco product is guilty of possession of tobacco.

(2) Any inmate who possesses materials to facilitate the use of tobacco is guilty of possession of tobacco.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.47 Possession of contraband—miscellaneous. (1) Each institution shall maintain and make available to inmates a list of property which inmates are allowed to possess in accordance with department policies relating to personal property.

(2) Any inmate who possesses any of the following is guilty of possession of contraband—miscellaneous:

- (a) Items which are not allowed.
- (b) Items which are required to be listed but are not listed on the inmate's property list.
- (c) Items which do not belong to the inmate, except state property issued to the inmate.
- (d) Personally identifiable information relating to any employee or the employee's close family member or any other person without the authorization of the warden.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.48 Possession of electronic communication or data storage devices. Except as specifically authorized, any inmate who possesses any electronic communication, data storage device or related accessories is guilty of possession of electronic communication or data storage devices.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.49 Unauthorized use of the mail. Any inmate who does any of the following is guilty of unauthorized use of the mail:

- (1) Uses a postal service to communicate with a person with whom the inmate has been denied correspondence privileges.
- (2) Sends through the mail anything which could be considered contraband.
- (3) Makes or alters any postage stamp or alters or erases a postal cancellation mark or possesses any postage stamp that has been altered.
- (4) Mails any letter or parcel on which is affixed a canceled postage stamp.
- (5) Uses a forged, counterfeit, or altered document, postage stamp or postal cancellation mark.
- (6) Attempts to circumvent the requirements under s. DOC 309.04 by sending a letter to a destination with the intent it be forwarded.
- (7) Sends food through the mail.
- (8) Sends a foreign substance, body fluids, or body wastes, including hair, through the mail.
- (9) Sends correspondence which harms, harasses, or intimidates any person.
- (10) Falsifies the identity or location of the actual recipient of a letter or parcel.
- (11) Mailing or attempting to mail items using a non-institution mailbox or mail collection.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15; correction in numbering in (1) to (11) made under s. 13.92 (4) (b) 1., Stats., Register September 2014 No. 705.

Subchapter VII — Movement Offenses

DOC 303.50 Punctuality and attendance. Inmates shall attend and be on time for scheduled activities. An inmate who violates this section is guilty of punctuality and attendance, unless one of the following exists:

- (1) The inmate is sick and reports this fact as required by department policy.
- (2) The inmate is authorized to be in another location.
- (3) The inmate is authorized to be absent from the activity.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.51 Loitering. Inmates shall proceed at a normal pace and without stopping or delay, following a designated route when going to and from all activities. Any inmate who violates

this section or department policy relating to this section is guilty of loitering.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.52 Leaving assigned area. Any inmate who leaves a room or area either inside or outside the institution where the inmate is required to be is guilty of leaving assigned area, unless one of the following exists:

(1) The inmate receives permission to leave from an employee supervising the activity.

(2) The inmate has authorization to be elsewhere at that time.
History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.53 Being in an unassigned area. Any inmate who, without an employee's permission, enters or remains in a room or area either inside or outside the institution other than the one to which the inmate is assigned is guilty of being in an unassigned area.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.54 Entry into another inmate's assigned living area. Any inmate who reaches, leans or puts any object or part of the body into the assigned living area of another inmate or permits another to do the same in their assigned living area, is guilty of entry into another inmate's assigned living area, unless the entry is the result of one of the following:

(1) Part of a work assignment and under the supervision of an employee.

(2) Allowed according to department policy.
History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

Subchapter VIII — Offenses Against Safety and Health

DOC 303.55 Improper storage. Any inmate shall keep toiletries, hobby materials, medications, cleaning supplies, food and any other items in the original containers, and in a designated area. Any inmate who stores any of these items in a different container or in an unauthorized area is guilty of improper storage.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.56 Dirty assigned living area. Any inmate who does not comply with department policy for orderly and clean assigned living area is guilty of dirty assigned living area, provided the inmate had knowledge of the condition of his or her assigned living area and had the opportunity to clean or rearrange it.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.57 Poor personal hygiene. (1) Any inmate whose personal hygiene is a health risk to the inmate or others, or is offensive to others, and who has knowledge of this condition and the opportunity to correct it, but does not, is guilty of poor personal hygiene.

(2) Any inmate who fails to comply with department policy regarding personal hygiene is guilty of poor personal hygiene.
History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.58 Misuse of medication. Any inmate who does any of the following is guilty of misuse of medication:

(1) Takes more of a prescription medication than prescribed.
(2) Takes a prescription medication more often than prescribed.

(3) Takes a prescription medication which was not prescribed for the inmate.

(4) Possesses or takes any prescription medication except at the time and place specified by the department.

(5) Improperly stores or disposes of medication.

(6) Deceives or attempts to deceive staff as to whether medication has been consumed.

(7) Takes a non-prescribed medication more often than recommended by the medication's label or health services unit employees.

(8) Gives to or receives from a person any medication without authorization.

(9) Uses or takes medication in a manner that is not prescribed or intended.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.59 Disfigurement. (1) Any inmate who disfigures, cuts, pierces, removes, mutilates, discolors or tattoos any part of his or her or another person's body, is guilty of disfigurement.

(2) Any inmate who possesses any item which has been used, altered, or intended to be used to disfigure, cut, pierce, remove, mutilate, discolor, or tattoo is guilty of disfigurement.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

Subchapter IX — Miscellaneous Offenses

DOC 303.60 Use of intoxicants. (1) Any inmate who takes into the inmate's body any intoxicating substance, except prescription medication in accordance with the prescription, is guilty of use of intoxicants.

(2) When a test on an inmate's body specimen or a physical examination of an inmate indicates use of an intoxicating substance, the inmate is guilty of use of intoxicants. Confirmation tests shall be completed as follows:

(a) The institution shall confirm results of a test conducted under sub. (2) by a second test if the inmate requests a confirmatory test in accordance with department policy.

(b) An inmate who requests a confirmatory test shall pay for the cost of the test. If the inmate does not have sufficient funds to pay for the cost of the test, the institution in which the inmate is confined shall loan the inmate the necessary funds. If the confirmatory test does not validate the results of the first test, the institution shall refund any money the inmate contributed to the cost of the confirmatory test.

(3) An inmate who fails to provide a timely body specimen, refuses to provide a body specimen, submit to a physical examination, or a breathalyzer test, substitutes or attempts to substitute the specimen, or introduces or attempts to introduce a foreign substance into the specimen, is guilty of use of intoxicants.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.61 Gambling. Any inmate who gambles, is involved in gambling, or possesses any gambling material is guilty of gambling.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.62 Refusal to work or attend school. Any inmate who refuses to perform a work assignment or attend school is guilty of refusal to work or attend school.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.63 Inadequate work or school performance. Any inmate whose work fails to meet the standards set for performance on a work assignment, including a work release placement and project crew, or school program, including study release, and who has the ability to meet those standards, or an inmate who fails to follow work or school rules or safety standards, is guilty of inadequate work or school performance.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.64 Violating conditions of leave. Any inmate who violates conditions of leave imposed under ch. DOC 326 is guilty of violating conditions of leave.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

Subchapter X — Disciplinary Procedure and Penalties

DOC 303.65 Disciplinary violation dispositions. The institution may deal with a violation of ss. DOC 303.11 to 303.64 in the following ways:

(1) If a staff member determines that a conduct report is not required, the staff member may counsel and warn the inmate under s. DOC 303.66.

(2) The staff member may dispose of a minor violation under s. DOC 303.76 or 303.77.

(3) Employees may refer any violation to the security director by writing a conduct report as provided under s. DOC 303.67 or an incident report if further investigation is necessary. The security director may deal with these reports as follows:

(a) Dismiss, alter or correct the conduct report as provided under s. DOC 303.68.

(b) Refer the matter to a supervisor to be disposed of in accordance with s. DOC 303.76 or 303.77 if the violation is a minor one.

(c) Refer the matter to a hearing officer to be disposed of in accordance with ss. DOC 303.78, 303.80, or 303.81 if the violation is a major one.

(d) Assign the report for further investigation.

(4) The security director may refer violations of criminal law to law enforcement authorities. The institution may continue the disciplinary process under this chapter regardless of action taken by law enforcement.

(5) If the hearing officer finds an inmate guilty, the hearing officer may refer the inmate to classification to review the inmate's custody level or location.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.66 Offenses that do not require a conduct report. (1) The department does not require employees to write conduct reports on all observed violations of the disciplinary rules. Under any of the following conditions, employees may inform the inmate that the inmate's behavior is against the rules, discuss the inmate's behavior, offer an informal resolution and give a warning if one of the following applies:

(a) The inmate is unfamiliar with the rule.

(b) The inmate has not violated the same or a closely related rule within the previous year, regardless of whether or not a conduct report was issued.

(c) The inmate is unlikely to repeat the offense if warned and counseled.

(d) Although the inmate's acts were a technical violation of a rule, the purposes of this chapter would not be served by writing a conduct report in the particular situation.

(2) The employee shall write a conduct report if an inmate commits a major offense listed under s. DOC 303.71.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.67 Conduct report. (1) Except as provided under s. DOC 303.66, any employee who observes or becomes aware of a rule violation shall verify that a violation has occurred and shall write a conduct report. If more than one employee knows of the same incident, only one of them shall write a conduct report.

(2) In the conduct report, the employee shall describe the facts and list the sections of this chapter which were allegedly violated.

(3) If more than one conduct report is written for an inmate for the same incident, the institution shall only complete the disciplinary process on one conduct report.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.68 Review by security office. (1) The security director shall review any conduct report not processed under s. DOC 303.76 or 303.77 within 5 working days and may do any of the following:

(a) Dismiss a conduct report.

(b) Strike any section number if the statement of facts could not support a finding of guilty of violating that section.

(c) Add any section number if the statement of facts could support a finding of guilty of violating that section and the addition is appropriate.

(d) Refer a conduct report for further investigation.

(e) Determine whether the conduct report should be processed as a major or minor offense. In deciding whether an alleged violation should be treated as a major or minor offense, the security director shall consider the following criteria and shall indicate in the record of disciplinary action the reason for the decision based on these criteria:

1. Whether the inmate has previously been found guilty of the same or a similar offense, how often, and how recently.

2. Whether the inmate has recently been warned about the same or similar conduct.

3. Whether the alleged violation created a risk of serious disruption at the institution or in the community.

4. Whether the alleged violation created a risk of serious injury.

5. The value of the property involved.

6. Whether the alleged violation created a risk of serious financial impact.

7. Psychological services input for seriously mentally ill inmates.

(2) The security office shall treat any alleged violation of a rule which may result in a suspension of visiting or mail privileges under ch. DOC 309, work or study release under ch. DOC 324, or leave under ch. DOC 325 or 326, as a major offense.

(3) The security office shall treat any conduct report containing at least one charge of a major offense as a major offense, even if it also includes minor offenses.

(4) The security director shall only process one conduct report for an inmate for the same incident.

(5) The security director's decision under sub. (1) is final.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.69 Minor offenses. A minor offense is any violation of a disciplinary rule which is not a major offense under s. DOC 303.71 or which the security director has not classified as a major offense.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.70 Minor penalties. Minor dispositions are limited to one or more of the following penalties:

(1) **REPRIMAND.** A reprimand is an oral statement to an inmate addressing the inmate's behavior when the inmate is found guilty of an offense. The hearing officer or supervisor shall only record the reprimand if no other penalty is given.

(2) **LOSS OF RECREATION PRIVILEGES.** Recreation privileges include sports and leisure activities outside the cell, either on grounds or off grounds. Recreation privileges may be suspended for a period of time as follows:

(a) 1 to 60 days for inmates in the general population.

(b) 1 to 8 days for inmates in disciplinary separation.

(3) **BUILDING CONFINEMENT.** Building confinement is confinement to the building in which the inmate resides. During the period of confinement, the inmate may not leave the building without specific permission. The warden may authorize movement to other areas, including religious services, medical appointments, showers, and visits. Building confinement may be imposed for a period of 1 to 30 days.

(4) **ROOM OR CELL CONFINEMENT.** During the hours of confinement, the inmate may not leave the inmate's assigned living area without specific permission. The warden may authorize movement to other areas, including attendance at religious services, medical appointments, showers, and visits, if these must occur during the hours of confinement. Room or cell confinement may be imposed for a period of 1 to 15 days.

(5) **LOSS OF PRIVILEGES.** One or more privileges may be suspended for a single offense, including use of inmate electronics, phone calls, participation in off grounds activities, eating meals in the dining area, or canteen privileges. Specified privileges may be suspended for a period of time as follows:

(a) 1 to 60 days for inmates in general population.

(b) 1 to 8 days for inmates in disciplinary separation.

(6) **ASSIGNMENTS WITHOUT PAY.** An inmate may be required to work or attend school for up to 80 hours without pay. Work assignments under this provision may be in addition to current assignments.

(7) **RESTITUTION.** Full or partial restitution may be imposed as a penalty. Restitution is payment to reimburse any person or organization which has incurred expenses or sustained loss by reason of the inmate's violation of ch. DOC 303 or the violation of ch. DOC 303 by those with whom the inmate acted, including the replacement cost of property, the expenses for medical goods and services, the costs of apprehending, holding, and return of an escaped inmate or inmates, and the costs of investigation of the violation of this chapter. Restitution may be taken from an inmate's account or from any other assets of the inmate. If the inmate has insufficient assets to pay the ordered restitution in full at the time of the hearing, his or her obligation to pay the restitution shall remain in full force and effect until the time it has been paid in full. Transfer to another institution, release from incarceration, or release from custody of the department shall not terminate the inmate's obligation to pay ordered restitution. When the amount of restitution is unknown at the time of the hearing, the hearing officer may impose an estimated maximum restitution amount. If the actual amount of restitution is less than the estimated amount, only the actual amount shall be assessed. Restitution may not exceed the estimated amount.

(8) **SECURE WORK CREWS.** The hearing officer may give uncompensated secure work crew assignments under ch. DOC 304 as a minor disciplinary sanction to inmates.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.71 Major offenses. (1) A major offense is a violation of a disciplinary rule for which a major penalty may be imposed.

(2) Any violation of the following sections is a major offense:

| Section | Title |
|------------|------------------------------|
| DOC 303.11 | Assault. |
| DOC 303.12 | Aggravated assault. |
| DOC 303.13 | Assault on employee. |
| DOC 303.14 | Sexual conduct. |
| DOC 303.16 | Sexual assault. |
| DOC 303.17 | Sexual assault — aggravated. |

| | |
|------------|---|
| DOC 303.19 | Stalking. |
| DOC 303.20 | Endangering safety. |
| DOC 303.21 | Inciting a disturbance. |
| DOC 303.22 | Participating in a disturbance. |
| DOC 303.23 | Taking a hostage. |
| DOC 303.25 | Cruelty to animals. |
| DOC 303.26 | Escape. |
| DOC 303.27 | Disguising identity. |
| DOC 303.30 | Soliciting an employee. |
| DOC 303.43 | Possession of intoxicants. |
| DOC 303.44 | Possession of intoxicant paraphernalia. |
| DOC 303.45 | Possession, manufacture, or use of weapons. |
| DOC 303.46 | Possession of tobacco. |
| DOC 303.48 | Possession of electronic communication or data storage devices. |
| DOC 303.58 | Misuse of medications. |
| DOC 303.59 | Disfigurement. |
| DOC 303.60 | Use of intoxicants. |

(3) Except for an offense listed under sub. (2), an offense may be designated by the security director as either a major or a minor offense under s. DOC 303.68 (1) (e).

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.72 Major penalties. (1) A major disposition must include one or more of the following and may include one or more of the penalties under s. DOC 303.70:

(a) Extension of release date for inmates under one of the following:

1. Loss of good time for an inmate who is eligible for credit under s. 53.11 or 53.12, 1981 Stats.

2. Extension of the mandatory release date for an inmate who is eligible for mandatory release under s. 302.11, Stats.

3. Extension of extended supervision date for an inmate who is eligible for release under s. 302.113 (3), Stats.

(b) Disciplinary separation under s. DOC 303.73.

(c) Room or cell confinement of 16 to 30 calendar days.

(d) Loss of recreation privileges for more than 60 calendar days for inmates in the general population.

(e) Loss of out of cell recreation privileges for more than 8 calendar days for inmates in disciplinary separation.

(f) Building confinement for more than 30 calendar days.

(g) Loss of specific privileges for more than 60 calendar days for inmates in the general population.

(h) Loss of specific privileges for more than 8 calendar days for inmates in disciplinary separation.

(2) The maximum disposition which may be imposed is the most severe disposition the inmate could receive for any individual offense of which the inmate is found guilty. The disposition may not exceed the schedule of penalties in Table DOC 303.72.

DOC 303.72**WISCONSIN ADMINISTRATIVE CODE**

24

| Table DOC 303.72 SCHEDULE OF PENALTIES (Maximum in days) | | | |
|---|--------------------------------|-----------------------|--|
| OFFENSES | DISCIPLINARY SEPARATION | GOOD TIME LOSS | EXTENSION OF MANDATORY RELEASE OR EXTENDED SUPERVISION DATE |
| OFFENSES AGAINST BODILY SECURITY | | | |
| DOC 303.11 Assault | 360 | 20 | 40 |
| DOC 303.12 Aggravated assault | 360 | 20 | 40 |
| DOC 303.13 Assault on employee | 360 | 20 | 40 |
| DOC 303.14 Sexual conduct | 360 | 20 | 40 |
| DOC 303.15 Sexual contact or intercourse | 360 | 20 | 40 |
| DOC 303.16 Sexual assault | 360 | 20 | 40 |
| DOC 303.17 Sexual assault-aggravated | 360 | 20 | 40 |
| DOC 303.18 Threats | 180 | 15 | 30 |
| DOC 303.19 Stalking | 360 | 20 | 40 |
| OFFENSES AGAINST INSTITUTIONAL SECURITY | | | |
| DOC 303.20 Endangering safety | 360 | 20 | 40 |
| DOC 303.21 Inciting a disturbance | 360 | 20 | 40 |
| DOC 303.22 Participating in a disturbance | 360 | 20 | 40 |
| DOC 303.23 Taking a hostage | 360 | 20 | 40 |
| DOC 303.24 Group resistance and petitions | 360 | 20 | 40 |
| DOC 303.25 Cruelty to animals | 360 | 20 | 40 |
| DOC 303.26 Escape | 360 | 20 | 40 |
| DOC 303.27 Disguising identity | 180 | 15 | 30 |
| OFFENSES AGAINST ORDER | | | |
| DOC 303.28 Disobeying orders | 360 | 15 | 30 |
| DOC 303.29 Disrespect | 180 | 15 | 30 |
| DOC 303.30 Soliciting an employee | 360 | 20 | 40 |
| DOC 303.31 Lying | 180 | 15 | 30 |
| DOC 303.32 Lying about an employee | 360 | 20 | 40 |
| DOC 303.33 Disruptive conduct | 360 | 20 | 40 |
| DOC 303.34 Unauthorized forms of communication | 360 | 20 | 40 |
| DOC 303.35 False names and titles | 180 | 15 | 30 |
| DOC 303.36 Enterprises and fraud | 360 | 20 | 40 |
| OFFENSES AGAINST PROPERTY | | | |
| DOC 303.37 Theft | 360 | 20 | 40 |
| DOC 303.38 Damage or alteration of property | 360 | 20 | 40 |
| DOC 303.39 Misuse of state or federal property | 180 | 10 | 20 |
| DOC 303.40 Unauthorized transfer of property | 180 | 10 | 20 |
| DOC 303.41 Counterfeiting and forgery | 360 | 20 | 40 |
| CONTRABAND OFFENSES | | | |
| DOC 303.42 Possession or use of money or negotiable instruments | 360 | 20 | 40 |
| DOC 303.43 Possession of intoxicants | 360 | 20 | 40 |
| DOC 303.44 Possession of intoxicant paraphernalia | 360 | 20 | 40 |
| DOC 303.45 Possession, manufacture or use of weapons | 360 | 20 | 40 |
| DOC 303.46 Possession of tobacco | 360 | 20 | 40 |

Published under s. 35.93, Stats. Updated on the first day of each month. Entire code is always current. The Register date on each page is the date the chapter was last published. Report errors (808) 266-3151.

Register December 2014 No. 708

| OFFENSES | DISCIPLINARY SEPARATION | GOOD TIME LOSS | EXTENSION OF MANDATORY RELEASE OR EXTENDED SUPERVISION DATE |
|---|-------------------------------|----------------|---|
| DOC 303.47 Possession of contraband — miscellaneous | 180 | 10 | 20 |
| DOC 303.48 Possession of electronic communication or data storage devices | 360 | 20 | 40 |
| DOC 303.49 Unauthorized use of the mail | 360 | 20 | 40 |
| MOVEMENT OFFENSES | | | |
| DOC 303.50 Punctuality and attendance | 180 | 10 | 15 |
| DOC 303.51 Loitering | 180 | 10 | 15 |
| DOC 303.52 Leaving assigned area | 180 | 15 | 30 |
| DOC 303.53 Being in an unassigned area | 180 | 15 | 30 |
| DOC 303.54 Entry into another inmate's assigned living area | 360 | 20 | 40 |
| OFFENSES AGAINST SAFETY AND HEALTH | | | |
| DOC 303.55 Improper storage | 90 | 5 | 10 |
| DOC 303.56 Dirty assigned living area | 90 | 5 | 10 |
| DOC 303.57 Poor personal hygiene | 90 | 5 | 10 |
| DOC 303.58 Misuse of medication | 360 | 20 | 40 |
| DOC 303.59 Disfigurement | 360 | 20 | 40 |
| MISCELLANEOUS OFFENSES | | | |
| DOC 303.60 Use of intoxicants | 360 | 20 | 40 |
| DOC 303.61 Gambling | 180 | 15 | 30 |
| DOC 303.62 Refusal to work or attend school | 90 | 5 | 10 |
| DOC 303.63 Inadequate work or school performance | 120 | 10 | 20 |
| DOC 303.64 Violating conditions of leave | 360 | 20 | 40 |
| DOC 303.04 Conspiracy | Maximum for completed offense | | |
| DOC 303.05 Attempt | Maximum for completed offense | | |
| DOC 303.06 Aiding and abetting | Maximum for completed offense | | |

(3) Disciplinary separation shall be given for a specific term of 1 to 30 days, and thereafter in increments of 30 days not to exceed the maximum penalty under Table DOC 303.72.

(4) More than one minor or major disposition may be imposed for a single offense and both a major and minor disposition may be imposed for a major offense.

(5) Loss of accumulated good time or extension of the mandatory release or extended supervision date may be imposed as a dis-

position only where the violation is listed as a major offense under s. DOC 303.71 or is designated as a major offense by the security director under s. DOC 303.68.

(6) For those inmates to whom s. 53.11 or 53.12, 1981 Stats., applies, the number of days of good time lost on one occasion may be based on the number of prior occasions on which the inmate lost good time but shall not exceed the following:

| NUMBER OF PRIOR OCCASIONS GOOD TIME LOST OR RELEASE DATE EXTENDED DUE TO VIOLATIONS OF CH. DOC 303 | MAXIMUM NUMBER OF DAYS GOOD TIME LOST |
|--|---------------------------------------|
| None | 5 |
| One | 10 |
| Two or more | 20 |

(7) For those inmates to whom s. 302.113 (2) or 302.113 (3), Stats., applies, the number of days the mandatory release date or term of confinement portion of a bifurcated sentence is extended on one occasion may be based on the number of prior occasions

on which the inmate lost good time or had his or her mandatory release date or term of confinement extended but shall not exceed the following:

| NUMBER OF PRIOR OCCASIONS GOOD TIME LOST OR RELEASE DATE EXTENDED DUE TO VIOLATIONS OF CH. DOC 303 | MAXIMUM NUMBER OF DAYS MANDATORY RELEASE DATE OR TERM OF CONFINEMENT EXTENDED |
|--|---|
| None | 10 |
| One | 20 |
| Two or more | 40 |

DOC 303.72

WISCONSIN ADMINISTRATIVE CODE

26

(8) TLU time may not be considered as time served for disciplinary disposition purposes.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.73 Major penalty: disciplinary separation.

(1) **CONDITIONS.** Disciplinary separation may not exceed the period specified in s. DOC 303.72 (2). The hearing officer may impose disciplinary separation for a major offense. The institution shall provide inmates in disciplinary separation all of the following:

- (a) Clean mattress.
- (b) Sufficient light by which to read at least 12 hours per day.
- (c) Sanitary toilet and sink.
- (d) Adequate ventilation and heating.

(2) **NECESSITIES.** The institution shall allow the following for each inmate in disciplinary separation, but the items need not be kept in the cell based on safety and security concerns as determined by the warden:

- (a) Adequate clothing and bedding.
- (b) A toothbrush, toothpaste, soap, a towel, a face cloth and a small comb.
- (c) Religious texts.
- (d) Nutritionally adequate meals.

(3) **OTHER PROPERTY.** The institution may allow inmates in disciplinary separation access to material pertaining to legal proceedings, law books, and other property allowed by department policy.

(4) **VISITS AND TELEPHONE CALLS.** The institution shall permit inmates in disciplinary separation visitation and telephone calls in accordance with ch. DOC 309.

(5) **CORRESPONDENCE.** (a) Inmates in disciplinary separation may receive and send first class mail in accordance with these rules and department policy, relating to mail.

(b) Indigent inmates in disciplinary separation may, upon request, receive writing materials and postage in accordance with s. DOC 309.51 and department policy.

(6) **SHOWERS.** The institution shall allow inmates in disciplinary separation to shower at least once every 4 calendar days.

(7) **SERVICES AND PROGRAMS.** The institution shall provide social services, psychological and medical services, program opportunities and an opportunity to exercise for an inmate in disciplinary separation, but the institution shall provide these services at the inmate's cell, unless otherwise authorized by the warden.

(8) **LEAVING CELL.** Inmates in disciplinary separation may not leave their cells except as needed for urgent medical or psychological attention, showers, visits, recreation and emergencies endangering their safety in the cell or other reasons as authorized by the warden. The warden may require inmates in disciplinary separation to wear mechanical restraints, as defined in s. DOC 306.02 (13), while outside their cells.

(9) **RELEASE DATES.** Release dates are not impacted by disciplinary separation.

(10) **PAY.** Inmates in disciplinary separation shall not earn compensation.

(11) **CANTEEN.** Inmates in disciplinary separation may have approved items brought in from the canteen but may not go to the canteen in person.

(12) **SPECIAL PROCEDURES.** Institutions may establish procedures for the orderly operation of facilities for inmates in disciplinary separation.

(13) **REVIEW OF DISCIPLINARY SEPARATION.** The warden may review an inmate's status in disciplinary separation at any time and may place the inmate in the general population at any time.

The warden shall review inmates in disciplinary separation at least every 30 days.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15; correction in numbering in (2) to (13) made under s. 13.92 (4) (b) 1., Stats., Register September 2014 No. 705.

DOC 303.74 Controlled separation. (1) **USE.** A security supervisor may order into controlled separation any inmate in segregated status who exhibits disruptive, destructive, or out of control behavior. Staff shall not place an inmate in controlled separation unless a conduct report or incident report is written for the conduct giving rise to the use of controlled separation. When the inmate's behavior is no longer disruptive, destructive, or out of control, a security supervisor shall remove the inmate from controlled separation.

(a) A security supervisor may not order controlled separation for more than 72 hours.

(b) The security director may extend the placement if the behavior continues. The security director shall review extensions every 24 hours.

(2) **CONDITIONS.** (a) The institution shall provide inmates in controlled separation all of the following:

- 1. Clean mattress.
- 2. Sufficient light by which to read at least 12 hours per day.
- 3. Sanitary toilet and sink.
- 4. Adequate ventilation and heating.
- 5. Clothing consistent with the level of risk.
- 6. Essential hygiene supplies.
- 7. Nutritionally adequate meals.

(b) While an inmate is acting in a disruptive manner, the institution shall maintain close control of all property in subd. (a) 1., 5., and 6.

(3) **VISITS.** Inmates in controlled separation may not receive visits, except from their attorney or with permission from the warden or security director.

(4) **SPECIAL RULES.** (a) Inmates in controlled separation may not possess any property in the cell except the property described in sub. (2), letters received while in controlled separation, legal materials, and writing materials as long as the property does not pose a security risk. Institutions may establish procedures for the orderly operation of the facilities for inmates in controlled separation.

(b) Inmates in controlled separation may not leave their cells except in emergencies endangering their safety in the cell or with permission from the warden or security director. The warden may require inmates in controlled separation to wear mechanical restraints, as defined in s. DOC 306.02 (13), while outside their cells if the use of mechanical restraints is necessary to protect employees or inmates or to maintain the security of the institution.

(5) **PAY.** An inmate in controlled separation shall earn compensation if the inmate earned compensation in the previous status.

(6) **RECORDS.** Staff shall visually check inmates in controlled separation at least once every 30 minutes and make a written record or log entry at each interval noting the condition of the inmate.

(7) **CREDIT.** The institution shall give an inmate in controlled separation credit toward a term of disciplinary separation during the period of confinement.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.75 Referral for prosecution. In addition to enforcing this chapter, the department shall work with local law enforcement and the district attorney so that violations of criminal

statutes may be investigated and appropriately referred for prosecution.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.76 Uncontested minor disposition.

(1) Staff may write a conduct report and summarily find an inmate guilty and punish the inmate for minor rule infractions in accordance with this section.

(2) Before an inmate is found guilty and punished under this section, a staff member shall do the following:

(a) Inform the inmate of the nature of the alleged infraction and the contemplated disposition.

(b) Inform the inmate that a supervisor shall review the contemplated disposition, and may impose a different disposition.

(c) Inform the inmate that the incident may be handled under this section or s. DOC 303.77.

(d) Inform the inmate that a disposition under this section must be agreed to and is not appealable.

(3) If the inmate consents to the disposition, the staff shall submit the contemplated disposition to the supervisor for review.

(a) If the supervisor approves, the inmate shall be notified and sign the conduct report agreeing to the disposition.

(b) If the supervisor disapproves of the disposition under this section, the supervisor may do one of the following:

1. Recommend a different disposition.

2. Refer the alleged infraction for review under s. DOC 303.68.

(c) If the supervisor approves of a different disposition, the staff shall inform the inmate of the supervisor's recommendation. The inmate may agree or disagree with the recommended disposition.

1. If the inmate agrees to the disposition, the inmate shall sign the conduct report.

2. If the inmate disagrees, the report shall be disposed of under s. DOC 303.77.

(4) If the matter is not referred for processing under s. DOC 303.77, the staff shall impose the disposition or dispositions approved by the supervisor and agreed to by the inmate in accordance with s. DOC 303.70.

(5) Staff shall document dispositions under this section in the record indicating the disposition and approval by the supervisor.

(6) An inmate may not appeal an uncontested minor disposition to which he or she has agreed.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15; correction in (2) (c) made under s. 13.92 (4) (b) 7., Stats., Register September 2014 No. 705.

DOC 303.77 Contested minor disposition. (1) Staff may process a conduct report for a minor rule infraction in accordance with this section when an inmate refuses to accept an uncontested minor disposition.

(2) Staff shall do all of the following:

(a) Inform the inmate of the nature of the alleged infraction.

(b) Offer the inmate an opportunity to provide a statement. Staff shall document the inmate's statement on the appropriate form.

(c) Inform the inmate the conduct report and the inmate's statement shall be forwarded to the supervisor for review and determination of disposition.

(3) The supervisor shall review the conduct report and inmate's statement, render a decision and notify the inmate within 5 working days.

(4) If there is a finding of guilt, the supervisor shall impose one or more dispositions in accordance with s. DOC 303.70.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.78 Uncontested major disposition. (1) An employee may write a conduct report and a supervisor may sum-

marily find an inmate guilty and discipline the inmate for major rule infractions in accordance with this section.

(2) Before an inmate is found guilty and disciplined under this section, a supervisor shall do all of the following:

(a) Inform the inmate of the nature of the alleged infraction and the contemplated disposition.

(b) Inform the inmate that the security director shall review the contemplated disposition, and may impose a different disposition.

(c) Inform the inmate that a disposition under this section must be agreed to and is not appealable.

(3) If the inmate consents to the disposition, the supervisor shall submit the contemplated disposition to the security director for review.

(a) If the security director approves the disposition under this section, the inmate shall be notified and sign the conduct report agreeing to the disposition.

(b) If the security director disapproves of the disposition under this section, the security director may do one of the following:

1. Recommend a different disposition.

2. Refer the alleged infraction for review under s. DOC 303.68.

(c) If the security director approves of a different disposition, the supervisor shall inform the inmate of the security director's recommended disposition. The inmate may agree or disagree with the recommended disposition.

1. If the inmate agrees to the disposition, the inmate shall sign the conduct report.

2. If the inmate disagrees, the report shall be disposed of under s. DOC 303.80.

(4) The supervisor shall document dispositions under this section in the record, indicating the disposition and approval by the security director.

(5) An inmate may not appeal an uncontested major disposition to which he or she has agreed.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.79 Hearing officer. (1) The warden shall assign a hearing officer to conduct a hearing.

(2) The warden may assign a committee to conduct a hearing. No more than three staff may be assigned. One member of the committee shall be a hearing officer.

(3) No person who has substantial involvement in the incident which is the subject of a hearing may serve as a hearing officer or committee member for that hearing. The hearing officer shall determine the subject matter of the hearing in advance in order to allow substitution of a hearing officer or committee member.

(4) A hearing officer may hold a hearing even if the inmate has waived due process.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.80 Contested major disposition.

(1) **NOTICE.** When an inmate is alleged to have committed a major violation and the security director has reviewed the conduct report pursuant to s. DOC 303.68, staff shall give the inmate a copy of the conduct report within 2 working days after review. At any time prior to the hearing, the security director may amend the conduct report to either correct or add information or evidence to be considered at the hearing. The institution shall inform the inmate of all of the following:

(a) The rules which the inmate is alleged to have violated.

(b) The potential dispositions that may be imposed or other results that may occur, including removal from programming or work release.

(c) The right the inmate has to a full due process hearing or to waive this right in writing.

(d) If the inmate waives the right to a full due process hearing, the inmate shall be given a hearing under s. DOC 303.81.

(e) If a full due process hearing is chosen, the inmate shall be informed of all of the following:

1. The inmate may present oral, documentary and physical evidence, and testimony from witnesses in accordance with this section and s. DOC 303.84. The hearing officer shall reject any written statement that fails to conform to s. DOC 303.84 (3) and return the statement to the inmate.

2. The accused inmate may present an oral statement. No written statement by the accused inmate may be submitted, except under extraordinary circumstances as authorized by the security director. A written statement under this paragraph shall only be accepted if the statement is a legibly printed statement limited to 500 words on no more than two sheets of paper, a transcript of an oral statement, or a recorded statement.

3. The inmate may have the assistance of a staff representative in accordance with this section and s. DOC 303.83.

4. The hearing officer may permit direct questions or require the inmate or the inmate's representative to submit questions to the hearing officer to be asked of the witness.

5. The hearing officer may prohibit repetitive, disrespectful or irrelevant questions.

6. If the inmate refuses to attend a hearing or is disruptive and removed, the inmate shall forfeit the right to present a defense or to call witnesses. The hearing officer may conduct the hearing without the inmate being present. The hearing officer shall administratively review the conduct report and render a decision based upon the available evidence.

(2) **WAIVER.** An inmate may waive the right to a due process hearing in writing at any time. If the inmate waives a due process hearing, the institution shall dispose of the conduct report under s. DOC 303.81. A waiver does not constitute an admission of the alleged violation. A waiver may not be retracted without the security director's approval.

(3) **TIME LIMITS.** (a) The institution may not hold the hearing until at least 2 working days after the inmate receives notice of disciplinary hearing rights and a copy of either the approved conduct report or amended conduct report, whichever is later. The disciplinary hearing shall be held within 21 days of the inmate receiving notice of disciplinary hearing rights unless the security director authorizes an extension of time. The security director may authorize a hearing beyond the 21 day time limit, either before or after the 21st day.

(b) The inmate may also request more time to prepare, and the security director may grant the request. An inmate may waive in writing the time limits provided in this section.

(c) The institution shall toll time for observation and control placements and for any full or partial day when the inmate is out of the institution on a temporary release order.

(4) **PLACE.** The due process hearing may be held in person, by telephone, video conferencing or other virtual communication means at the discretion of the hearing officer.

(5) **HEARING.** The hearing officer shall conduct the due process hearing by doing all of the following:

(a) Read the conduct report aloud.

(b) Permit the accused inmate to make an oral statement. An inmate may submit a written statement in lieu of an oral statement only under extraordinary circumstances as authorized by the security director. The written statement under this paragraph shall only be accepted if the statement is a legibly printed statement limited to 500 words on no more than two sheets of paper, a transcript of an oral statement, or a recorded statement.

(c) Question approved witnesses. The hearing officer may accept a written witness statement only if it conforms to the requirements under s. DOC 303.84 (3).

(d) Permit the offering of relevant physical evidence.

(e) Permit questions or require the inmate or the inmate's staff representative to submit written questions to the hearing officer to be asked of the witness.

(f) Prohibit repetitive, disrespectful or irrelevant questions.

(g) Mark all documentary and physical evidence received into evidence from the accused as "Submitted By The Inmate."

(h) If an inmate refuses to attend the hearing or disrupts the hearing and is removed, the inmate forfeits the right to present a defense or to call witnesses. The hearing officer shall administratively review the conduct report and render a decision based upon the available evidence.

(6) **DECISION.** After the hearing the hearing officer shall do all of the following:

(a) Deliberate in private as needed.

(b) Consider all relevant information.

(c) Establish guilt based on a finding that it was more likely than not that the inmate committed the act.

(d) Find the inmate guilty or not guilty on each charge and impose a disposition if found guilty. A committee of three may make a decision if at least two of the three members agree. If the committee is comprised of two members, the decision must be unanimous.

(e) Refer the matter to the warden for a decision if the disciplinary committee members do not agree on a finding of guilt or a disposition.

(f) Consider any of the inmate's defenses or other mitigating factors.

(g) Inform the inmate of the decision.

(h) Provide the accused inmate and the inmate's staff representative, if any, a written copy of the decision with reasons for the decision.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15; correction in numbering in (2) to (6) made under s. 13.92 (4) (b) 1, Stats., September 2014 No. 705.

DOC 303.81 Contested major disposition: waiver of due process hearing. (1) **NOTICE.** If an inmate has waived a due process hearing under s. DOC 303.80 and the violation is not disposed of in accordance with s. DOC 303.78, the institution shall dispose of it in accordance with this section.

(2) **TIME LIMITS.** The institution may not hold the hearing until at least 2 working days after the inmate receives notice of disciplinary hearing rights and a copy of either the approved conduct report or amended conduct report, whichever is later. Unless otherwise authorized by the security director, the institution may not hold the hearing more than 21 calendar days after the inmate receives the hearing rights notice and conduct report. The security director may authorize a hearing beyond the 21 day time limit, either before or after the 21st day. The 21 day time limit is not jurisdictional. The inmate may also request more time to prepare, and the security director may grant the request. An inmate may waive in writing the time limits provided in this section. The institution shall toll time for observation and control placements and for any full or partial day when the inmate is out of the institution on a temporary release order.

(3) **HEARING.** The inmate has no right to a staff representative, to confront witnesses or to have witnesses testify on the inmate's behalf. The hearing officer shall conduct the hearing by doing all of the following:

(a) Read the conduct report aloud.

(b) Provide the inmate with an opportunity to respond to the report and make a verbal statement about the alleged violation. No written statement by the accused inmate may be submitted.

(c) Permit the offering of relevant evidence.

(d) Mark all documentary and physical evidence received into evidence from the accused as "Submitted By The Inmate."

(4) **ATTENDANCE.** If an inmate refuses to attend the hearing or disrupts the hearing and is removed, the inmate forfeits the right to provide a statement or evidence. The hearing officer shall administratively review the conduct report and render a decision based upon the available evidence.

(5) **PLACE.** The due process hearing may be held in person, by telephone, video conferencing or other virtual communication means at the discretion of the hearing officer.

(6) **DECISION.** After the hearing the hearing officer shall do all of the following:

- (a) Consider all relevant information.
- (b) Render a decision on each charge.
- (c) Establish guilt based on a finding that it was more likely than not that the inmate committed the act.
- (d) Find the inmate guilty or not guilty on each charge and impose a disposition if found guilty.
- (e) Consider any of the inmate's defenses or other mitigating factors.
- (f) Inform the inmate of the decision.
- (g) Provide the accused inmate a written copy of the decision with reasons for the decision.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15; correction in (4) (title) made under s. 13.92 (4) (b) 1., Stats., Register September 2014 No. 705.

DOC 303.82 Appeal of contested major or minor disposition or contested major waiver. (1) The inmate may appeal a disciplinary decision under s. DOC 303.77, 303.80, or 303.81, including procedural errors, to the warden within 10 days after the inmate receives a copy of the decision.

(2) The warden shall review all records and forms pertaining to the appeal and make the decision within 60 days following receipt of the request for appeal.

(3) The warden's decision shall be one or more of the following:

- (a) Affirm the decision.
- (b) Modify all or part of the decision.
- (c) Reverse the decision, in whole or in part.
- (d) Return the case for further consideration, to complete or correct the record, to correct any procedural error, or for rehearing.
- (4) The warden's decision is final regarding the sufficiency of the evidence. An inmate may appeal claims of procedural error as provided under s. DOC 310.08 (3).

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15; correction in numbering in (4) made under s. 13.92 (4) (b) 1., Stats., Register September 2014 No. 705.

DOC 303.83 Due process hearing: staff representative. (1) At each institution, the warden shall designate staff representatives for inmates in disciplinary hearings at the institution.

(2) If an inmate or staff representative provides information and evidence to the warden that there is a conflict of interest in the case that would impair a staff representative's ability to perform his or her duties, the warden shall evaluate the information and evidence to determine if a different representative should be assigned.

(3) The role of the staff representative is to help the accused inmate understand the charges against the inmate and to provide direction and guidance regarding the disciplinary process. The staff representative may use discretion in the performance of this role, including gathering relevant evidence and testimony and preparing the inmate's own statement. The staff representative may speak on behalf of the accused inmate at a disciplinary hearing or may help the inmate prepare to speak.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15; correction in (title) made under s. 13.92 (4) (b) 2., Stats., Register September 2014 No. 705.

DOC 303.84 Due process hearing: witnesses.

(1) The accused inmate may make a request to the security director for no more than two identified witnesses in addition to the reporting employee and shall explain the relevance of the witness testimony. The inmate shall make this request within two days of the service of notice of major disciplinary hearing rights. The security director may waive the two day time limit for good cause.

(2) After all witness requests have been received, the security director shall review them to determine whether the witnesses possess relevant information and shall be called.

(3) Written witness statements shall only be accepted if approved by the hearing officer. The hearing officer may consider a legibly printed written statement limited to 500 words on no more than two sheets of paper, a transcript of an oral statement, or a recorded statement.

(4) Witnesses requested by the accused who are staff or inmates shall attend the disciplinary hearing unless one of the following exists:

- (a) The risk of harm to the witness if the witness testifies.
- (b) The witness is unavailable. Unavailability means death, transfer, release, hospitalization, or escape in the case of an inmate; unavailability means death, illness, vacation, no longer being employed at that location, or being on a different shift in the case of an employee.
- (c) The testimony is irrelevant to the question of guilt or innocence.
- (d) The testimony is merely cumulative of other evidence and would unduly prolong the hearing.

(5) If the security director finds that testifying would pose a risk of harm to the witness, the hearing officer may consider a confidential statement signed under oath from that witness without revealing the witness's identity or a signed statement from an employee getting the statement from that witness. The hearing officer shall reveal the contents of the statement to the accused inmate, except the hearing officer may edit or summarize the statement to avoid revealing the identity of the witness. The hearing officer may question a confidential witness if the witness is available.

(6) The hearing officer may consider written statements that can be corroborated in one of the following ways:

- (a) By other evidence which substantially corroborates the facts alleged in the statement, including an eyewitness account by an employee or circumstantial evidence.
- (b) By evidence of a very similar violation by the same inmate.
- (c) Two confidential statements by different persons may be used to corroborate each other.

(7) If it is not possible to get a signed statement in accordance with subs. (3) and (5), the hearing officer may consider other evidence of what the witness would say if present.

(8) After determining which witnesses shall be called for the accused inmate, staff shall notify the inmate of the decision in writing.

(9) Witnesses other than inmates or employees may not attend hearings but the staff representative with the hearing officer's permission may contact them. The hearing officer may designate a staff member to interview the witnesses and report to the hearing officer.

(10) The hearing officer may call additional witnesses as deemed necessary.

(11) After a decision has been reached by the hearing officer, and if a finding of guilt results, the hearing officer shall forward restricted or confidential information to the security director for retention in a restricted file.

History: CR 11-022: cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.85 Disposition considerations. (1) In deciding the disposition for a violation or group of violations, the

supervisor making uncontested dispositions or the hearing officer may consider any of the following:

- (a) The inmate's overall disciplinary record, especially during the previous 12 months.
- (b) The inmate's disciplinary record of the same or similar offenses.
- (c) The risk of serious disruption at the institution or in the community caused by the violation.
- (d) The risk of serious injury created by the violation.
- (e) The value of the property involved.
- (f) The risk of serious financial impact caused by the violation.
- (g) Whether the inmate was actually aware that the inmate was committing a crime or offense at the time of the offense.
- (h) The motivation for the offense.
- (i) The inmate's attitude toward the offense and toward the victim, if any.
- (j) Mitigating factors, including coercion, family difficulties which may have created anxiety, and any special circumstances.
- (k) Psychological input as appropriate regarding mental health status of seriously mentally ill inmates at the time of the behavior.
- (l) The risk to the security of the institution, inmates, employees or the community caused by the violation.
- (m) Any other relevant factors.
- (2) A minor penalty may be imposed for a violation where a major penalty could be imposed.
- (3) Restitution may be imposed in addition to any other penalty.
- (4) Any combination of penalties may be imposed.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.86 Recordkeeping. (1) The department may keep records of disciplinary infractions in an inmate's case record only if one of the following applies:

- (a) The inmate was found guilty by uncontested disposition procedure.
- (b) The inmate was found guilty by a supervisor or hearing officer.
- (2) The department shall make necessary corrections to the record as required by appeal.
- (3) The department shall take necessary steps to remove any record of a conduct report if there is an order to expunge.
- (4) The department may keep conduct reports which have been dismissed or in which the inmate was found not guilty for sta-

tistical purposes, and security reasons, but the department may not consider them in making program assignment, transfer, or release decisions and the department may not include them in any inmate's record.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.87 Evidence. (1) Evidence is relevant if the evidence makes it appear more likely or less likely that the inmate committed the offense of which the inmate is accused.

(2) (a) A hearing officer may consider any relevant evidence, whether or not it would be admissible in a court of law and whether or not any violation of any state law or any DOC administrative code provision occurred in the process of gathering the evidence.

(b) A hearing officer may refuse to hear or admit relevant evidence for any of the following reasons:

- 1. Unreliable.
- 2. Marginally relevant.
- 3. Unduly cumulative or repetitious.

(c) Request for evidence must be made within two days after the service of notice of major disciplinary hearing rights. This time frame may be extended by the security director for good cause.

(3) The institution shall place the original conduct report and all due process documents in the inmate's record, excluding evidence which shall be maintained in accordance with department policy.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.88 Harmless error. If staff does not adhere to a procedural requirement under this chapter, the error is harmless if it does not substantially affect a finding of guilt or the inmate's ability to provide a defense.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.89 Warden-Initiated review. The warden may at any time initiate a review of the decision and disposition of a conduct report and act on it unilaterally.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

DOC 303.90 Administrative assignment or transfer. Notwithstanding any action taken under this chapter, the department may administratively change an inmate's work, program, or housing assignment, restrict privileges, or transfer the inmate to another institution.

History: CR 11-022; cr. Register September 2014 No. 705, eff. 1-1-15.

GBCI TREATMENT CENTER STEP UNIT HANDBOOK

REVISED July, 9 2018

GBCI TREATMENT CENTER

STEP UNIT INTRODUCTION

Welcome to the step unit. Inmates who are housed in the step unit are inmates who have worked hard to promote through the segregation steps. The Step Unit is designed to house inmates who are in step 3. Inmates should utilize their time in the Step Unit to continue to improve behaviors and attitudes. Practicing positive behaviors and attitudes in the Step Unit will prove beneficial upon return to general population.

Step 3 inmates in the step unit will receive the same property as step 3 inmates in the segregation building.

- I. General Information
- II. Conduct regulations
- III. Program and Visiting information
- IV. Services for inmates
- V. Privileges
- VI. Recreation
- VII. Property information

This handbook is not intended to be all-inclusive. Please read both the handbook and the Administrative Code DOC 303 very carefully, as you will be required to comply with all rules and regulations. If you are unsure about any of these rules and procedures, please contact a staff member. Any damage to this handbook may result in a conduct report and restitution in the amount of \$3.00. Additionally, this handbook must be returned to a staff member prior to release from the step unit. The book will be inspected for damage, missing pages etc...

SECTION I: GENERAL INFORMATION

ADMISSION

Upon being admitted to the Treatment Center, inmates being placed in the Transition or Step Unit in TLU or GP hold status you will receive, toothpaste, toothbrush, soap, toilet paper, two pieces of paper, one envelope, a pen insert, and this handbook. You will also receive two sheets, one pillow case, two blankets, one towel and one washcloth. You will be issued personal property items consistent with your status as soon as possible upon your arrival to the treatment center.

Those inmates entering the treatment center from segregation in step 3 will receive two sheets, one pillow case, two blankets, one towel and one washcloth. You will be issued personal property items consistent with your status as soon as possible.

CELLS

Cells are equipped with a sink, commode, light, bunk, mattress, and pillow. Each inmate is responsible for the proper working condition of all cell equipment, as well as cleanliness. An inspection will be conducted when an inmate moves into a cell and when he leaves. The results of the cell inspection will be documented on a Cell Inspection Card.

CELL LIGHTS

The lights in your cell will be turned off whenever the cell is empty. **Do not cover your light with anything.**

There is a light switch so inmates can turn the bright light on or off. There is also a dim safety light in each cell which remains on at all times so staff can ensure the safety of all inmates.

CELL CLEANING AND GARBAGE

All inmates are to maintain their cell in an orderly manner, including cleaning of the floor, walls, and other objects in the cell. Cell cleaning and sanitizing will be done on 1st shift every Sunday. Cleaning supplies are distributed starting at 8:00 am on Sunday. Your garbage is to be emptied at this time and at breakfast only.

CONTAINERS / BOXES

Containers from property or canteen items must be disposed of when the original items that come in that container are no longer present. Boxes of any type are not to be stored in any cell.

INMATE COMMUNICATION RESPONSIBILITIES

Emergency Lights

Emergency lights are to be used for medical emergencies only. Do not use the emergency lights for any other reason. Misuse of the medical lights will result in a conduct report. Warnings for misuse may not be issued.

Routine questions are to be directed to staff as they make rounds.

MEALS

1. Meals will normally be served at approximately the following times:

Breakfast 6:30A.M.

Lunch 10:00 A.M.

Dinner 3:30 P.M.

2. The meals will be served to you in your cell. You will be allowed two (2) milks with breakfast and one (1) milk at dinner. No storage of food items is allowed in your cell.
3. You will be given approximately 10 minutes to eat once the last inmate on your wing has received his tray.
4. You must return all items (tray, utensils, milk carton, etc.).

CLOTHING

All clothing (state and personal) is to be worn in the manner for which it is designed, including proper size. The top of your pants is to be waist high and pant legs are not to be cuffed or rolled up. Shirts are to be tucked in and buttoned appropriately.. You are to be properly dressed **before** leaving your cell. Step 3 inmates will be assigned clothing by the unit officer or sergeant they will make determination of proper size.

SUPPLIES

The supply cart is available every Saturday morning during recreation. This is your opportunity to get state issued hygiene supplies, writing supplies and forms.

STATE TOWELS

Inmates are allowed to have one state towel in their cells.

SHOWERS

Showers for step 3 inmates will be offered on Saturdays during the recreation period and will also be offered on Wednesdays.

1. Showers will be offered on Wednesdays and Saturdays for all step 3 and TLU inmates.
2. All inmates will be required to shower at least once per week for health reasons.
3. Soap is provided on the supply cart.
4. The showers are controlled. They will be approximately 7 minutes in length
5. Inmates will be notified when their shower will be turned on. It is the inmate's responsibility to be ready for showering.
6. All clothing items will be exchanged on shower or recreation days. No pants on Saturday.
7. On Clothing/Linen exchange days all clothing and bedding will be exchanged on a one for one basis. The Unit Officer makes all final determinations regarding the issuance of clothing, sizes, and bedding.

8. Blanket exchange will be done on a quarterly basis, time permitting. From April 1 to Oct 1 only one blanket will be issued per inmate.
9. All items are inspected prior to issuance. Damage or alteration of clothing or bedding may result in a conduct report which could result in restitution and loss of privileges. Upon receipt of these items it is your responsibility to double-check them to ensure there is no damage. If you note any damage you must inform the unit Officer immediately.
10. Toe/fingernail clippers will be issued once per week during Saturday day room time. Fingernails are to be trimmed not to exceed the tips of the fingers. Your fingernails will be inspected prior to receiving recreation privileges. Excessive fingernail lengths may result in a conduct report and/or a recreation restriction.
11. Nail clippers will be collected and sanitized after each use.

SECTION II

CONDUCT REGULATIONS

1. All inmates housed in the step unit that are segregated status will undergo a complete strip search prior to leaving or entering the unit. Additional searches may be directed by a supervisor.
2. **Searches**. Periodic cell searches shall be conducted in accordance with institution guidelines.
3. You are prohibited from passing any items to another inmate at any time. Any items found in the hallway/recreation area will be considered garbage and will be disposed of accordingly.
4. **Property**. GBCI staff will **not** pass inmate personal property to other inmates.
5. **Cell Visibility**. You are prohibited from putting anything on or in the cell windows, door, walls, window sill, lights, or vents.
6. **Graffiti**. You are prohibited from writing on the cell walls, ceiling, floor, desk, window, door, beds, etc.
7. **Loitering**. You may not loiter at anytime. You shall walk at a normal pace to your destination. Loitering includes stopping at a cell other than your own to carry on a conversation or engage in the transfer of property with another inmate.
8. **Entry into other inmate quarters**. You are not permitted to enter the cell of any other inmate or allow another inmate to enter your cell. Entering the cell is defined as having any part of your body inside the doorway or food port. Additionally, you may not open or attempt to open another inmates food port.
9. **Horseplay**. Horse play is not permitted. This includes hugging, grabbing, pushing, etc.

10. **Dispositions.** All conduct report dispositions start immediately when given, either through a hearing or a summary disposition.
11. **Talking.** At all times you are to talk in a conversational tone only. Conversational tone is defined as only loud enough for the inmate in the next cell to hear. If the officer can hear you from more than one cell away, you are too loud. Loud singing or rapping is not permitted at any time. Whistling is not permitted. There is no talking after 9:00 pm.
12. **Standing Count.** You must stand for all official standing counts as well as any emergency count. You are expected to be standing at the cell front facing the cell door. The cell light is to be on. Talking is not permitted during standing count.

13. Removal from cells:

Anytime an inmate housed on the Step unit has to go beyond gate 1 the following procedures will be followed.

- a. Staff will inform you why you are coming out of your cell.
- b. Restraints will be applied to your wrists and double locked before coming out Gate 1.

SECTION III TREATMENT CENTER STEP PROGRAM AND VISITING INFORMATION

Each inmate will be assigned a step, and privileges will be as follows:

TLU

| | |
|--------------------------------|---|
| Recreation..... | TLU recreation is Is <u>not</u> available in the Treatment Center |
| 1. Visits – No Contact..... | TLU Inmates can have 1 visit during the weekend 1 visit on the weekend |
| 2. Canteen..... | Consistent with allowed limits |
| 3. Books | 2 per week from cart on Saturday |
| 4. Radio system..... | Ceiling speaker 2 stations in Step Unit |
| 5. Program Participation | Subject to availability and screening |

STEP 3

| | |
|-----------------------------|---|
| 1. Recreation | 3(1 hour period) per week. |
| 2. Visits – No Contact..... | 2 (1 hour) visits per week |
| 3. Canteen..... | Consistent with allowed limits |
| 4. Books | Available on Saturday |
| 5. Radio system..... | 2 stations step unit only |
| 6. Phone Calls | 1per day room period,15 minutes in length |
| 7. Property..... | Consistent with unit placement |

Inmates who are new to segregation will be reviewed and assigned a step. Inmates may start at any Step as determined through the review system. Inmates will then be reviewed every 30 days thereafter to determine whether or not they will promote, demote or remain in the same step. Inmates may get out of segregation early; however, **it is not automatic that inmates will be released from segregation after serving only half of their disposition. In other words, "half-time" is not an automatic right. Your segregation release date is based on a variety of factors and some inmates may not be released from segregation early. Your segregation release date is recommended by the security director and finalized by the warden.** Any questions regarding your Step status should be directed to the Security Director.

VISITING

All visits in DS Status will be conducted over a closed circuit camera in this building. (All visits are no contact visits.)

Hours: 8:00A.M. - 4:00P.M. Saturday and Sunday only.
 2:15 P.M. - 9:00P.M. Monday thru Friday.

NOTE: Inmate visitors must call the institution at 920-432-3262 and follow the voice prompts to schedule visits a minimum of 2 business working days in advance. Please notify your family and friends accordingly.

Visits are limited to 2 persons per visit. Minor children are not permitted to visit with the exception of your own biological children.

SECTION IV

SERVICES FOR INMATES

HAIRCUTS/BEARD SHAVING

1. Only inmates in Disciplinary Separation, TLU, will be allowed for haircuts/beard shaving. These will be done on the first and third Tuesday of every month odd side and then even side. You will be asked by the officer if you wish to have your hair cut no request is required. Only one haircut/beard shave per month is permitted.
2. Inmates will be placed between gates 1 and 2 in the step unit for haircuts (2) at a time
3. There are three types of haircuts allowed in the Treatment Center.
 - a. Short haircut: Oster Clipperhead #0000 over the whole head
 - b. Medium Haircut: Oster Clipperhead #1 over the whole head
 - c. Long Haircut: Oster Clipperhead #3 ½ over the whole head
4. Lines, designs, trims, or special hair cutting or shaving requests are not permitted.
5. You may request **one** clipper size for your hair and **one** for your beard.
6. There will be no special haircuts for court appearances or pending releases.
7. Inmates who choose to braid their hair may have no sculpting designs, numbers, letters, symbols, initials, etc braided into their hair. If braided, the entire head must be braided. Front to back braids only. Additionally, inmates being transported out of the institution for any reason are required to remove any braids prior to departure.
8. Razors are **not** permitted in the Treatment Center. Razorless shaving cream may be purchased from canteen. Electric razors are permitted if in your property before entry into segregation.

HEALTH SERVICES REQUESTS / MEDICATIONS

1. You are required to fill out a Health Service Request (blue slip) forms for sick call. The request will be picked up with the daily mail at 9:00 p.m. Be sure to include your cell number on the form.
2. Forms for Step and TLU inmates may be requested on Saturdays.
3. The Co-Pay Policy applies to inmates in the Treatment Center. The fact that you are in the Treatment Center does not exempt you from the Co-Pay policy.
4. Medication will be distributed at prescribed times. It is the inmate's responsibility to take the medication as prescribed and at the prescribed time.
5. Controlled Medication will be issued at the times noted on the medication card. It is important to note that if you wish to have water with your medication, you must bring the water with you to the door. Staff will put your medication into a cup and pour the medication into your hands. You are to swallow the medication immediately (and immediately drink the cup of water if you brought it) in the presence of the staff. You are to immediately open your mouth showing the

staff you have swallowed the medication. You must also immediately show the staff the inside of your water cup if you brought one. Inmates may NOT leave the cell window while this takes place. It will be considered misuse of prescription medication if you do not follow this procedure exactly.

6. AM medication will be passed after the breakfast meal. Noon medication will be passed after the lunch meal. PM medication will be passed after the supper meal. Crackers WILL NOT be issued with any of these medications. HS medication will be passed at approximately 8:00 pm. Upon request, ONE package of crackers will be issued with the HS medications.
7. Ointments, creams, etc. may be kept in the cell as determined by HSU and/or Security, providing the containers meet segregation standards.

PSYCHOLOGICAL SERVICES REQUESTS

1. You are required to complete a Psychological Services Request (green slip) if you wish to speak with a psychologist. Be sure to include your cell number on the form.
2. Forms are available on shower and recreation days
3. PSU staff may screen inmates at their cells.
4. If you believe you have an issue that needs immediate attention, contact your wing officer. He/she will ask some general questions and forward your issue to the appropriate personnel.

INSTITUTION COMPLAINT EXAMINER (ICE) PROCEDURES

Inmate Complaint forms are available on the supply cart and inmates may request one per week. Forms are to be used for complaint purposes only.

NOTARY SERVICES

Notary services are provided in the Treatment Center. Submit an Interview Request to Mr. Degroot or Ms. Perttu in ICE. If you have a legal deadline for something that needs to be notarized, you must submit your request several working days in advance. Notary services will not be provided on demand; notary services are provided as time permits.

It is important to note that not all materials need to be notarized. The Notary Public will follow Administrative Directives in determining which items require a notary signature.

SECTION V PRIVILEGES

Books

1. Magazines and newspapers are permitted in limited quantities, only soft-covered books are allowed, no staples or metal in bindings.
2. Personal books are permitted in limited quantities in the treatment center depending on your status (1) soft-covered religious text and (1) dictionary. This must be a religious text book that you had in your possession while in general population; you cannot order one from a vendor while in segregated status.
3. You will be permitted books according to your status:
Step 3: 1 Religious Text; Any combination of 10 publications including Magazine, newspapers and books.
TLU: 1 Religious Text; 2 library style book, per week
4. Books will be available on the book cart when you are out for showers or recreation.
5. If you damage a book restitution of \$3.00 and loss of book cart or other privileges could result.

CANTEEN

Inmate pay sheets and canteen order forms will be distributed Fridays. Order forms must be completed and turned in by 9:00 P.M. Sunday. Items will be delivered/exchanged on Fridays. Inmates may only order and receive canteen items consistent with their status.. It is important to only order what is allowed according to the Step. If an inmate has ordered wrong canteen per Step, the complete canteen order will be sent back in it's entirety and a conduct report may be issued for disobeying orders.

You may not order or receive canteen while on Loss of Canteen status. EXCEPTION: If an inmate receives a Loss of Canteen disposition of 15 days or more, he may order basic hygiene supplies and basic writing supplies. To get more information, write to the Program Supervisor and reference GBCI Procedure 900.302.02.01.

PHONE CALLS

Inmates at Saturday recreation will be allowed one 15 min. phone call.

1. Attorney phone calls must be initiated by your attorney or the courts and must be scheduled 1 working day in advance. You may bring legal material to the legal call.

POSTAGE/MAIL

All inmate to inmate mail must remain unsealed.

Upon request, one blank envelope and 2 sheets of paper per week will be provided to segregated status inmates on the Saturday supply cart only. Inmates must write FREE in the upper right hand corner where the stamp would normally be affixed. Postage will be applied to this envelope in the

mailroom at no cost. 1st and 15th of the month you can receive these and must be indigent to be eligible. All FREE mailings will be picked up by third shift during the 10:00 p.m. round.

LEGAL MAIL:

1. If the inmate has funds in his account, the inmate must use an embossed envelope. If the envelope needs additional postage, attach a signed disbursement request.
2. If the inmate has no funds in his account, he may request approval for a legal loan. You must submit an interview request to the Business Office. A legal loan request form will be provided and the Business office will approve/deny. Once approved for a legal loan, the inmate must complete and submit a disbursement request clearly marked LEGAL MAIL and attach it to the outgoing mail.

NONLEGAL MAIL:

1. Inmates must use an embossed envelope which may be purchased from Canteen.
2. Inmates may submit a Disbursement Request for additional postage and for postage on oversized envelopes. Prior to 8:30 pm, inmates must notify staff of the oversize envelope and arrange to transfer the envelope through the food port.
3. All mail with the exception of free mail will be picked up at 9:00 p.m. daily. The mail should be wedged in the doorframe for Officer staff to see, not on the floor.
4. Inmates may receive photos through the mail not to exceed the allowable limits.
5. You must contact the segregation property officer to dispose of any excess property that may accrue in your cell.

LAW LIBRARY PROCEDURES TREATMENT CENTER

1. The GBCI Treatment Center has an electronic law library.
2. Inmates interested in using the law library are to notify the 1st shift Sergeant in writing. A weekly list will be generated based on the interview requests received. Requests are due by Friday of each week for placement on the following week's list.
3. Requests for additional time and use of the law library must be made to, verified, and approved by a Unit Supervisor. These requests will not be approved unless there is a verified court deadline that must be adhered to. Requests to take personal paperwork for use in the law library must be approved in advance by a Unit Supervisor and may be subject to search.
4. Instructions for using the electronic law library are available upon request. You must ask the officer at the beginning of your law library session for these instructions.
5. You are not permitted to work jointly with another inmate in the law library. Two hours is the maximum time permitted when you have a deadline.
6. To request photocopies of legal materials, inmates must complete the DOC-1576, Request for Legal Materials. You must also submit a signed DOC-184, Disbursement Request to pay for the copies you are requesting. Only the Photocopy Section of this form should be completed; the Borrowing Portion of this form is not applicable.

RECREATION VI

RECREATION

Inmates are encouraged to take part in exercise periods outside their cell when offered. It is also important for inmates' health to periodically walk around while in their cell and/or to participate in other exercise activities. Extended periods of inactivity may cause serious health problems.

Inmates will be offered 2 -1and 1/2 hour of out of cell time during the week. On Saturday Step 3 inmates will be offered dayroom starting at approximately 8:00am. Recreation will alternate from one side of the unit to the other on the weekly basis. This is when phone calls will be made as well as a shower offered. If the offer of recreation is refused, the opportunity to shower and place a phone call for the week is forfeited.

- Out of cell leisure time will take place in the dayroom on the step unit.
- Step 3 dayroom will be on Saturday or Sunday only
- All Step 3 inmates in the step unit will be eligible for out of cell time as long as they have lived on the unit since the Wednesday before the weekend and they have no loss of recreation
- Up to four inmates may be out each period
- Inmates will not be restrained while in the recreation area.
- Inmates may not bring anything from there cells to the dayroom
- Pat searches will be conducted on inmates who come in or out of the dayroom
- Approximate times for the one hour out of cell periods are:

Weekend

8:00AM-9:00AM

9:00AM-10:00AM

10:00AM-11:00AM

1:00PM-2:00PM

2:00PM-3:00PM

4:00PM-5:00PM

5:00PM-6:00PM

6:00PM-7:00PM

7:00PM-8:00PM

- Inmates will be asked at 7:45 am if they wish to receive out of cell time. Based on this a list will be made for recreation. If the offer is refused at this time. Inmates forfeit their opportunity.
- Inmates may not request to have their recreation time with any specific inmate or any specific time. Staff will determine who is offered recreation and at what time.
- When called for recreation you must be ready to go or the opportunity to go to recreation will be forfeited.
- Phone calls will be made during dayroom. 1 call no longer than 15min. in length
- If an inmate returns to his cell for any reason during recreation the rest of his recreation period will be forfeited.
- Inmates may speak in a conversational tone while in the dayroom

- The television in the dayroom may be turned on. If there is a disagreement about what is to be watched. It will be decided on a majority vote. If there is a tie the unit officer will decide.

SECTION VII PROPERTY LIMITS

PROPERTY

The Property Officer will issue allowable property items consistent with your status as soon as possible upon your receipt of a segregation disposition. Allowable segregation property, including legal property, will be given to you one time only. The segregation property officer will not go back into your property at a later date to retrieve more items for you.

You are **not** permitted to purchase *or receive* items from retail outlets while in segregation with the exception of the items listed on the GBCI Vendor Catalog for Segregation.

The maximum amount of legal materials allowed (relating to ACTIVE CASES only) is limited to 2 large brown paper bags. This includes case law, which can be obtained by submitting a DOC-1576 to the main institution library. All other legal materials will be stored in the property room in the main institution. Legal materials will be made available to you as soon as possible, time and staff permitting. An equal amount of materials must be returned to storage to meet the allowed limit. Staples will be removed from all material.

Questions about Treatment center property may be submitted on an interview/information request form and sent to the Segregation Unit Property Officer.

PERSONAL PROPERTY

STEP 3

Electronics

- Television
- Radio
- Fan
- Typewriter
- Electric razor

One (1) pair of prescription eyeglasses with case

Reasonable amount of legal materials (not to exceed 2 large brown paper bags)

Religious materials: 1 religious text soft cover only. Bible, Koran etc.

Writing materials:

- 1 pen insert
- 20 embossed envelopes (*stamped* envelopes are not allowed)
- 2 8 ½ x 11 pad of paper
- 5 9 x 12 manilla envelopes
- 5 10 x 13 manilla envelopes

1 box #10 legal size envelopes

Dentures or partial plate

(1) Denture cup/container

One (1) deck of playing cards

15 personal letters

10 photographs

1 dictionary (personal or state issued)

CLOTHING (NO PERSONAL CLOTHING)

1 pair state issued socks

1 pair state issued underwear

1 state issued t-shirt

1 state issued seg shirt

1 pair state issued seg pants

1 pair state issued soft-soled shoes

1 pair of shower shoes

JEWELRY

1 Wedding Band

LINEN

1 state issued bath towel

2 state issued bed sheets

2 state issued blankets

1 state issued mattress

1 state issued pillow

1 state issued pillowcase

1 state-issued wash cloth

HYGIENE

2 rolls state issued toilet paper

4 bars of state issued soap or 2 bars of personal soaps

1 state issued or personal toothbrush

1 state issued or personal toothpaste

1 personal hair pick (no handle) 7" length 3" width maximum size OR

1 personal comb (no handle) 7" maximum length NOT BOTH

1 personal brush (no handle)

1 personal denture cleaner

1 personal chapstick

CANTEEN ITEMS ALLOWED

The Treatment center Canteen List provides a list of all allowable canteen items and limits. This list is distributed on Fridays with canteen order forms. The order form will be picked up on Sunday evening.

Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

(3) **TIME LIMITS.** The institution may not hold the hearing until at least 2 working days after the inmate receives a copy of the conduct report and hearing rights notice. The institution may not hold the hearing more than 21 days after the inmate receives the approved conduct report and hearing rights notice unless otherwise authorized. The security director may authorize a hearing beyond the 21 day time limit, either before or after the 21st day. The 21 day time limit is not jurisdictional. The inmate may request more time to prepare, and the security director may grant the request. An inmate may waive in writing the time limits provided in this section. The institution shall toll time for observation and control placements and for any full or partial day when the inmate is out of the institution on a temporary release order.

(4) **PLACE.** The due process hearing may take place at the institution where the alleged conduct occurred, at a county jail or at an institution to which an inmate has been transferred.

(5) **HEARING.** The adjustment committee, as defined in s. DOC 303.82, shall conduct the due process hearing. If an inmate refuses to attend the hearing or disrupts the hearing, the adjustment committee may conduct the hearing without the inmate being present. The institution may use electronic conferencing for hearings. At a due process hearing, the adjustment committee:

- (a) Shall read the conduct report aloud.
- (b) Shall provide all witnesses who are requested and permitted to speak for or against the accused a chance to speak.
- (c) May require that physical evidence be offered. May permit direct questions or require the inmate or the inmate's advocate to submit questions to the adjustment committee to be asked of the witness.
- (d) May prohibit repetitive, disrespectful or irrelevant questions.

(6) **DECISION.** After the hearing the adjustment committee:

- (a) Shall consider all relevant information.
- (b) Shall establish guilt based on a finding that it was more likely than not that the inmate committed the act.
- (c) May find the inmate guilty or not guilty. A committee of 3 may find the inmate guilty if at least 2 of the 3 members find that it was more likely than not that the inmate committed the act and if 2 agree upon a sentence, may sentence the inmate. A committee of 2 or of one may find the inmate guilty if the committee members unanimously find that it was more likely than not that the inmate committed the act and may sentence the inmate if they are unanimous as to the sentence. The committee may consider any of the inmate's defenses or other mitigating factors.
- (d) May refer the matter to the warden for a decision if the adjustment committee members do not agree on a finding of guilt or a sentence.

(e) Shall inform the inmate of the decision or give the inmate a postponed or delayed decision.

(f) Provide the accused inmate and the inmate's advocate, if any, a written copy of the decision with reasons for the decision.

(7) **APPEAL.** (a) Any time within 10 days after either a due process hearing or after the inmate receives a copy of the decision, whichever is later. An inmate who is found guilty may appeal the decision or the sentence, or both, to the warden.

(b) The warden shall review all records and forms pertaining to the appeal and make the decision within 60 days following receipt of the request for appeal.

(c) The warden's decision shall be one of the following:

- 1. Affirm the adjustment committee's decision and the sentence.
- 2. Modify all or part of the adjustment committee's decision or sentence.
- 3. Reverse the adjustment committee's decision, in whole or in part.

4. Return the case to the adjustment committee for further consideration or to complete or correct the record.

(d) The warden's decision is final regarding the sufficiency of the evidence. An inmate may appeal procedural errors as provided under s. DOC 310.08 (3).

(e) The warden may at any time review the conduct report and act on it unilaterally as if there were an appeal.

History: Cr. Register, August, 1980, No. 296, eff. 9-1-80; r. and recr. Register, April, 1985, No. 352, eff. 5-1-85; r. and recr. Register, July, 2000, No. 535, eff. 8-1-00; correction in (1) (c) 2. made under s. 13.93 (2m) (b) 7., Stats., Register, December, 2000, No. 540.

DOC 303.78 Due process: advocates. (1) (a) At each institution, the warden may designate or hire staff members to serve as advocates for inmates in disciplinary hearings at the institution.

(b) The warden may assign a different staff member to serve as the inmate's advocate if the inmate establishes the assigned advocate has a conflict of interest in the case.

(c) The warden may assign advocates to inmates. If an inmate objects to the assignment of a particular advocate because the advocate has a known and demonstrated conflict of interest in the case, the warden shall assign a different staff member to serve as the inmate's advocate.

(2) When the warden assigns an advocate, the advocate's purpose is to help the accused inmate to understand the charges against the inmate and to help in the preparation and presentation of any defense the inmate has, including gathering evidence and testimony, and preparing the inmate's own statement. The advocate may speak on behalf of the accused inmate at a disciplinary hearing or may help the inmate prepare to speak.

History: Cr. Register, December, 2000, No. 540, eff. 1-1-01.

DOC 303.81 Due process hearing: witnesses.

(1) The accused may directly or through an advocate make a request to the security office for witnesses to appear at the major violation hearing, including requests for the appearance of the staff member who signed the conduct report. Except for good cause, an inmate may present no more than 2 witnesses in addition to the reporting staff member or members. The inmate shall make this request within 2 days of the service of notice when no advocate is assigned and within 2 days of the initial contact by the advocate when an advocate is assigned. The security director may waive the time limits for good cause.

(2) After all witness requests have been received, the security director shall review them to determine whether the witnesses possess relevant information and shall be called.

(3) Witnesses requested by the accused who are staff or inmates shall attend the disciplinary hearing unless one of the following exist:

- (a) The risk of harm to the witness if the witness testifies.
- (b) The testimony is irrelevant to the question of guilt or innocence.
- (c) The testimony is merely cumulative of other evidence and would unduly prolong the hearing.

(4) If a witness is unavailable to testify, the adjustment committee may consider a written statement, a transcript of an oral statement, or a tape-recorded statement. Unavailability means death, transfer, release, hospitalization, or escape in the case of an inmate; death, illness, vacation, no longer being employed at that location, or being on a different shift in the case of a staff member. The adjustment committee may consider a written statement, a transcript of an oral statement, or a tape-recorded statement if it determines that there is cause for the witness not to testify.

(5) If the institution finds that testifying would pose a risk of harm to the witness, the committee may consider a corroborated, signed statement under oath from that witness without revealing the witness's identity or a corroborated signed statement from a staff member getting the statement from that witness. The adjust-

TREATMENT CENTER TRANSITION UNIT HANDBOOK

REVISED July, 9 2018

INTRODUCTION

Treatment Center Transition Unit (TCTU)

Welcome to the Treatment Center Transition Unit (TCTU). The TCTU is designed to house inmates for a relatively short period of time, although some exceptions will be necessary. Inmates housed in the TCTU may be assigned to, but not limited to, one of the following statuses: General population HSU holds, General population security hold, Temporary lock up and Transition Phase 1, 2, 3. Inmates should utilize their time in TCTU to continue to improve behaviors and attitudes. Practicing positive behaviors and attitudes in TCTU will prove beneficial upon return to general population (GP).

While living in the TCTU, it is expected that inmates comply with the DOC 303, GBCI Handbook and GBCI policies. In addition, the following information and rules are provided which are specific to the TCTU:

TABLE OF CONTENTS:

- SECTION I.....GENERAL INFORMATION
- SECTION II.....PROGRAM INFORMATION
- SECTION III.....RECREATION INFORMATION
- SECTION IV.....VISITING INFORMATION
- SECTION V.....INMATE SERVICES

SECTION I

GENERAL INFORMATION

Books – There is a book cart for the TCTU. Books are exchanged on recreation and shower days. Books will be exchanged on a one for one basis, maximum of 3 at one time.

Cells-.Cells is equipped with a sink, commode, light, bunk, mattress, and pillow. Each inmate is responsible for the proper working condition of all cell equipment, as well as cleanliness. An inspection will be conducted when an inmate moves into a cell and when he leaves. The results of the cell inspection will be documented on a Cell Inspection Card.

Cell Sanitation - You are expected to maintain proper sanitary conditions within your cell at all times inmates are to maintain their cell in an orderly manner, including cleaning of the floor, walls, and other objects in the cell. Cell cleaning and sanitizing will be done on 1st shift every Saturday. Cleaning supplies are distributed starting at 8:00 am on Saturdays. Your garbage is to be emptied at this time.

CELL LIGHTS – Cell lights have a high and a low setting, there will be low visible light in the cell at all times. You can not cover your cell light at any time.

EMERGENCY LIGHTS

Emergency lights are to be used for medical emergencies only. Do not use the emergency lights for any other reason. Misuse of the medical lights will result in a conduct report. Warnings for misuse may not be issued. Routine questions are to be directed to staff as they make rounds

Clothing - All clothing (state and personal) is to be worn in the manner for which it is designed, including proper size. Shoes are to be worn with the feet entirely in the shoe and the laces tied up. The top of your pants is to be waist high and pant legs are not to be cuffed or rolled up. Shirts are to be tucked in. Thermal underwear is worn under clothing. You are to be properly dressed **before** leaving your cell. This includes your ID card properly displayed outside of your shirt with the picture facing out.

Containers / Canteen Boxes - Containers and empty boxes from canteen items must be disposed of when the original item(s) that came in that container or box is no longer present. Boxes of any type may not be stored in any cell.

Dispositions - All conduct report dispositions start immediately when given, either through a hearing or a summary disposition.

Electronics - All electronics, (TV, radio, fan, etc.) are to be turned off when you leave your cell.

Entry of Another Inmate's Quarters - You are not permitted to enter the cell of any other inmate or allow another inmate to enter your cell. Entering the cell is defined as having any part of your body inside the doorway or feed trap

Headphones - You must wear your headphones or earplugs any time you listen to your TV / radio. The volume of the electronics must be low enough so that it cannot be heard outside of the headphones.

Horseplay - Horseplay is not permitted. This includes hugging, grabbing, pushing, etc.

Loitering - You may not loiter at any time. You shall walk at a normal pace to your destination. Loitering includes stopping at a cell other than your own to carry on a conversation or engage in the transfer of property with another inmate.

Property Limits - You are responsible for maintaining your property within the allowed limits. Property limits will depend on your current placement status.

Standing Count - You must stand for all official standing counts, unless you are on a medically authorized sick cell. For any standing or emergency count, you are expected to be standing at the cell front facing the cell door. The cell light is to be on. Talking is not permitted during a standing count.

Note: the cell front is the part of the cell closest to the cell door. At any count, you must be positioned so that staffs are able to "see skin".

Talking - At all times, you are to talk in a conversational tone only. Conversational tone is defined as only loud enough for the inmate in the cell next to you to hear. If the officer can hear you from more than one cell away, you are too loud. Loud singing is not permitted. (Refer to the definition for talking). Whistling is not permitted. There is to be no talking after 9:00pm.

Meals- Meals will be served at approximately the following times:

Breakfast 6:30A.M.

Lunch 10:00 A.M.

Dinner 3:30 P.M.

The meals will be served to you in your cell. You will be allowed two (2) milks with breakfast and one (1) milk with dinner. No storage of food items is allowed in your cell.

You will be given approximately 10 minutes to eat once the last inmate on your wing has received his tray.

You must return all items (tray, utensils, milk carton, etc.)

CLOTHING

All clothing (state and personal) is to be worn in the manner for which it is designed, including proper size. The top of your pants is to be waist high and pant legs are not to be cuffed or rolled up. Shirts

are to be tucked in and buttoned appropriately. Thermal underwear is worn under clothing. You are to be properly dressed **before** leaving your cell.

SUPPLIES

(GP) and Phase inmates will receive supplies on Wednesday and Sunday 2nd shift. This is your opportunity to get state issued hygiene supplies, writing supplies and forms.

SHOWERS

1. Showers will be offered on Wednesdays and Saturdays TLU inmates. Transition and Shower on unit inmates will shower on Monday and Thursday.
Inmates eligible for on unit rec will be offered showers after rec.
2. All inmates will be required to shower at least once per week for health reasons.
3. Soap is provided on the supply cart.
4. The showers are controlled. They will be approximately 8 minutes in length
5. Inmates will be notified when their shower will be turned on. It is the inmate's responsibility to be ready for showering.
6. All clothing items for inmates in TLU status will be exchanged on shower or recreation days. No pants on Saturday.
7. On Clothing/Linen exchange days all clothing and bedding will be exchanged on a one for one basis. The Unit Officer makes all final determinations regarding the issuance of clothing, sizes, and bedding.
8. Blanket exchange will be done on a quarterly basis, time permitting.
9. All items are inspected prior to issuance. Damage or alteration of clothing or bedding may result in a conduct report which could result in restitution and loss of privileges. Upon receipt of these items it is your responsibility to double-check them to ensure there is no damage. If you note any damage you must inform the unit Officer immediately.

SECTION II

PHASE PROGRAM INFORMATION

TRANSITION UNIT PHASE PROGRAM

In general, inmates in the Transition Unit Phase Program will be afforded privileges and movement opportunities as indicated on your plan. However, each inmate will be reviewed and the program can be modified on an individual basis as deemed necessary by the Transition Unit Team.

All inmates assigned to the “transition” status will begin in Phase 1. Each phase lasts one full calendar month (i.e., if an inmate begins the Transition Program on January 15th, he will remain in phase 1 until March 1st as February would be the first full calendar month completed). At the end of each month, inmates in the Transition Program will be reviewed by the Transition Unit Team and decisions will be made to promote, demote or keep in current phase. Under consideration will be conduct, attitude, interactions with staff and inmates, level of cooperation with staff of all disciplines, hygiene and cleanliness, motivation, and any other relevant information.

SECTION III

RECREATION

RECREATION

Inmates are encouraged to take part in exercise periods outside their cell when offered. It is also important for inmates’ health to periodically walk around while in their cell and/or to participate in other exercise activities. Extended periods of inactivity may cause serious health problems.

Inmates will be offered out of cell time in the dayroom.

On unit recreation will occur on Monday, Tuesday, Thursday and Friday on 2nd shift. Time will be decided by unit officer based upon other activities.

- Inmates may not request to have their recreation time with any specific inmate or any specific time. Staff will determine who is offered recreation and at what time.
- When called for recreation you must be ready to go or the opportunity to go to recreation will be forfeited.
- Phone calls will be made during day room recreation. 1 call no longer than 15min. in length
- If an inmate returns to his cell for any reason during recreation the rest of his recreation period will be forfeited.
- Inmates may speak in a conversational tone while in the dayroom
- The television in the dayroom may be turned on. If there is a disagreement about what is to be watched. It will be decided on a majority vote. If there is a tie the unit officer will decide.

SECTION IV

TRANSITION UNIT VISITING INFORMATION

Each inmate will be assigned a step or phase, and privileges will be as follows:

TLU

Recreation..... TLU recreation is
Is not available in the Treatment Center

Visits – No Contact..... EXCEPT TLU – TLU Inmates can have 1 visit during the week and 1 visit on the weekend

Canteen..... Consistent with allowed limits

Books 2 per week from cart

Program Participation..... Subject to availability and screening

VISITING

PHASE AND TLU STATUS-All visits for inmates in Phase 1 or TLU status will be conducted over a closed circuit camera in the Treatment center. (All visits for these statuses are no contact visits.)

NOTE: Visitors who are visiting inmates in the above status's must call the institution at 920-432-4877 and follow the voice prompts to schedule visits a minimum of 2 business working days in advance. Please notify your family and friends accordingly.

Phase 2, 3-Inmates in phase 2, 3 status are allowed contact visits. They are allowed (4) visits per week Monday thru Sunday

General population inmates- Inmates in the transition unit that are in HSU or Security hold status will be given visits consistent to there restrictions.

Hours: 8:00A.M. - 4:00P.M. Saturday and Sunday.
2:15 P.M.- 9:00 P.M. Monday thru Friday

SECTION V

SERVICES FOR INMATES

HEALTH SERVICES REQUESTS / MEDICATIONS

1. You are required to fill out a Health Service Request (blue slip) forms for sick call. The request will be picked up with the daily mail at 9:00 p.m. Be sure to include your cell number on the form.
2. Forms for inmates may be requested on Wednesdays and Saturdays.
3. The Co-Pay Policy applies to inmates in the Treatment Center. The fact that you are in the Treatment Center does not exempt you from the Co-Pay policy.
4. Medication will be distributed at prescribed times. It is the inmate's responsibility to take the medication as prescribed and at the prescribed time.
5. Controlled Medication will be issued at the times noted on the medication card. It is important to note that if you wish to have water with your medication, you must bring the water with you to the door. Staff will put your medication into your hands. You are to swallow the medication immediately (and immediately drink the cup of water if you brought it) in the presence of the nurse. You are to immediately open your mouth showing the nurse you have swallowed the medication. You must also immediately show the nurse the inside of your water cup if you brought one. Inmates may NOT leave the cell window while this takes place. It will be considered misuse of prescription medication if you do not follow this procedure exactly.
6. AM medication will be passed after the breakfast meal. Noon medication will be passed after the lunch meal. PM medication will be passed after the supper meal. Crackers WILL NOT be issued with any of these medications. HS medication will be passed at approximately 8:30 pm. Upon request, ONE package of crackers will be issued with the HS medications.
7. Ointments, creams, etc. may be kept in the cell as determined by HSU and/or Security.

PSYCHOLOGICAL SERVICES REQUESTS

1. You are required to complete a Psychological Services Request (green slip) if you wish to speak with a psychologist. Be sure to include your cell number on the form.
2. Forms are available on shower and recreation days
3. PSU staff may screen inmates at their cells.
4. If you believe you have an issue that needs immediate attention, contact your wing officer. He/she will ask some general questions and forward your issue to the appropriate personnel.

INSTITUTION COMPLAINT EXAMINER (ICE) PROCEDURES

Inmate Complaint forms are available on the supply cart and inmates may request one per week. Forms are to be used for complaint purposes only.

NOTARY SERVICES

Notary services are provided in the Treatment Center. Submit an Interview Request to ICE. If you have a legal deadline for something that needs to be notarized, you must submit your request several working days in advance. Notary services will not be provided on demand; notary services are provided as time permits.

It is important to note that not all materials need to be notarized. The Notary Public will follow Administrative Directives in determining which items require a notary signature.

HAIRCUTS/BEARD SHAVING

1. Only inmates in TLU, Phase 1 or 2 will be allowed for haircuts/beard shaving. These will be done on the first Tuesday of every month. You will be asked by the officer if you wish to have your hair cut no request is required. Only one haircut/beard shave per month is permitted.
2. Inmates will be placed between gates 1 and 2 in the step unit for haircuts (2) at a time
3. There are three types of haircuts allowed in the Treatment Center.
 - a. Short haircut: Oster Clipper head #0000 over the whole head
 - b. Medium Haircut: Oster Clipper head #1 over the whole head
 - c. Long Haircut: Oster Clipper head #3 ½ over the whole head
4. Lines, designs, trims, or special hair cutting or shaving requests are not permitted.
5. You may request one clipper size for your hair and one for your beard.
6. Haircuts will be done on the 1st Thursday of every month– time and staff permitting.
7. There will be no special haircuts for court appearances or pending releases.
8. Inmates who choose to braid their hair may have no sculpting designs, numbers, letters, symbols, initials, etc braided into their hair. If braided, the entire head must be braided. Front to back braids only. Additionally, inmates being transported out of the institution for any reason are required to remove any braids prior to departure.
9. Razors are **not** permitted in the Treatment Center. Razors will be issued under staff supervision only.

